



Holidays & Day Offs Policy

Anodiam

August - 2023




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N-1/25 Patuli, Kolkata 700094



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Approval & Review:

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Purpose:

This document outlines the policy and rules around public holidays, day-offs, unavoidable circumstances on which the center will remain closed or a particular class will not take place and how compensatory classes will be organized in lieu of such circumstances at Anodiam.



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Scope:

This document lists out the public holidays until 31-Dec-2024 on which Anodiam will remain closed. The same needs to be updated every year starting 01-Jan-2025.

This document also outlines the process of taking a leave as a teacher, organizing a compensatory class in lieu of that situation and how to deal with unavoidable circumstances on which the center may remain closed or a class may not happen.



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Policy Document:

A. Public Holidays: The institute will remain closed on public holidays listed below.

| | | |
|-----------------------|-------------------------|-----------|
| • Independence Day | 15/Aug/2023 | Tuesday |
| • Durga Puja, Saptami | 21/Oct/2023 | Saturday |
| • Durga Puja, Astami | 22/Oct/2023 | Sunday |
| • Durga Puja, Nabami | 23/Oct/2023 | Monday |
| • Dusshera | 24/Oct/2023 | Tuesday |
| • Diwali | 12/Nov/2023 | Sunday |
| • Christmas | 25/Dec/2023 | Monday |
| • New Year's Eve | 31/Dec/2023 | Sunday |
| • New Year's Day | 01/Jan/2024 | Monday |
| • Republic Day | 26/Jan/2024 | Friday |
| • Saraswati Puja | 14/Feb/2024 | Wednesday |
| • Dol Yatra/Holi | 25/Mar/2024 | Monday |
| • Eid-ul-Fitr | 11/Apr/2024 - Tentative | Thursday |
| • Workers' Day | 01/May/2024 | Wednesday |
| • Independence Day | 15/Aug/2024 | Thursday |
| • Durga Puja, Saptami | 10/Oct/2024 | Thursday |
| • Durga Puja, Astami | 11/Oct/2024 | Friday |
| • Durga Puja, Nabami | 12/Oct/2024 | Saturday |
| • Dusshera | 13/Oct/2024 | Sunday |
| • Diwali | 31/Oct/2024 | Thursday |
| • Christmas | 25/Dec/2024 | Wednesday |
| • New Year's Eve | 31/Dec/2024 | Tuesday |

B. Day Offs: Unplanned leaves are not appreciated. Try to plan leaves early with a lead time of at least 2 weeks. You are supposed to take compensatory classes against your leaves within 2 weeks. You will not get paid for any planned or unplanned leave that you do not compensate your students for, within 2 weeks.

C. Inevitable Circumstances: In case of natural disasters, public strikes or lockdowns etc., you need to take compensatory classes within 2 weeks of the event. Otherwise, you will not be paid for the classes missed.





Roles & Responsibilities:

The above leave and holiday policies will be followed by all stakeholders of Anodiam.



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Terms & Definitions:




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