



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.



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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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