**Holidays & Day Offs Policy**

**Anodiam**

**August - 2023**

# 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.

# 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.

# Policy Document:

1. **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

1. **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.
2. **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.

# Terms & Definitions: