

Public Holidays - India

Policy Number: HR-LOA-022 **Effective Date:** January 1, 2019 **Last Updated:** November 15, 2023 **Owner:** People Operations **Applies To:** All India-based employees

Overview

NovaTech Solutions observes national and regional holidays for employees based in India. The Bangalore office is closed on company-observed holidays listed below.

2024 Holiday Schedule

National Holidays (Observed by All)

Holiday	Date	Day
Republic Day	January 26, 2024	Friday
Holi	March 25, 2024	Monday
Good Friday	March 29, 2024	Friday
Eid ul-Fitr*	April 10, 2024	Wednesday
May Day	May 1, 2024	Wednesday
Independence Day	August 15, 2024	Thursday
Janmashtami	August 26, 2024	Monday
Gandhi Jayanti	October 2, 2024	Wednesday
Dussehra	October 12, 2024	Saturday
Diwali	November 1, 2024	Friday
Diwali (Day 2)	November 2, 2024	Saturday
Christmas	December 25, 2024	Wednesday

*Date subject to lunar calendar; will be confirmed closer to the date.

Total: 12 national holidays observed

Karnataka Regional Holidays

As the Bangalore office is in Karnataka, the following regional holiday is also observed:

Holiday	Date	Day
Kannada Rajyotsava	November 1, 2024	Friday

Note: Kannada Rajyotsava coincides with Diwali in 2024.

Floating/Restricted Holidays

In addition to the holidays above, India-based employees receive **3 floating holidays** to observe festivals or occasions of personal significance, such as: - Pongal - Eid ul-Adha - Onam - Guru Nanak Jayanti - Mahavir Jayanti - Regional festivals - Any other personal/religious observance

Using Floating Holidays

- Request through Workday under “Time Off” → “Floating Holiday”
- Provide at least 3 days notice (preferred)
- Manager approval required
- Must be used within the calendar year (no carryover)

Holiday Pay

Full-Time Employees

- Receive regular pay for all observed holidays
- No work is expected

Employees Working on Holidays

- Employees required to work on holidays receive:
 - Compensatory off (to be taken within 30 days), OR
 - Overtime pay as per statutory requirements
- Prior manager approval required for holiday work

Leave Entitlement Summary (India)

Leave Type	Annual Entitlement
Earned Leave (Annual)	24 days
National Holidays	12 days

Leave Type	Annual Entitlement
Floating Holidays	3 days
Sick/Casual Leave	12 days

See Annual Leave Policy (HR-LOA-001) and Sick Leave Policy (HR-LOA-002) for details.

Holiday Falls on Weekend

When a national holiday falls on a weekend: - **Saturday holidays:** Typically not substituted (India practice) - **Sunday holidays:** May be observed on the following Monday - HR will communicate any substitutions in advance

Office Closure - Diwali Week

The Bangalore office has reduced operations during Diwali week: - Skeleton staff for essential functions - Many employees take annual leave around this time - Plan workloads accordingly with US/UK teams

Working with Global Teams

India observes different holidays than US and UK offices: - Be mindful of holiday differences when scheduling meetings - Update your calendar with Indian holidays for visibility - Use async communication for cross-timezone collaboration around holidays

Holiday calendars for all regions are available in Notion (People Ops > Calendars).

Religious Accommodations

NovaTech respects employees' religious and cultural practices: - Floating holidays may be used for observances not on the company calendar - Additional unpaid time off for religious observances will be considered - See Religious Accommodation Policy (HR-EMP-020) for details

Contact

For questions about India holidays, contact the India HR team at india-hr@novatech.com or the global People Operations team via #ask-hr on Slack.

Related Documents: Public Holidays - US (HR-LOA-020), Public Holidays - UK (HR-LOA-021), Annual Leave Policy (HR-LOA-001), Religious Accommodation Policy (HR-EMP-020)