

## 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.

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*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)*