

December 1, 2017

Sub: Public Holidays for the year 2018 – with floater concept – Mumbai

Trigynites,

We hereby announce the list of 10 public holidays for the year 2018. The 'Floater Holiday' concept has been maintained this year as well. We are hopeful that the list will help all of us plan personal time during major festivities and religious commitments.

The concept of 'floater holiday' will operate at our Mumbai Office and will be applicable for all employees.

1. We have declared 9 days as fixed public holidays for the year, covering the mandatory national holidays and major festivities/religious sentiments, when the Mumbai office will remain closed
2. We have put out a list of floater holidays for the year, on which days the office will remain open as normal business days. However, employees can avail any 1 day out of this list as a floater public holiday, to make up for the total eligibility of 10 days
3. A grid with the option as 'MO' will be provided on the Leave Management System in Adrenalin for applying floater holiday
4. The application for availing floater holiday will work on the same lines as availing regular leave. It is advised that you inform your manager in advance before availing/applying for the floater holiday
6. If any employee has not availed the floater holiday in a year, it will lapse. There is no provision of carrying it forward into the next year, as the floater holidays are for specific dates as declared and cannot be substituted
7. A set of FAQ's are provided with this announcement which will help answer some of the routine queries that may come up

MUMBAI HOLIDAY LIST- 2018

List of Fixed Holidays

Sr. No	Holiday Name	Date	Day
1	New Year	1-Jan-2018	Monday
2	Republic Day	26-Jan-2018	Friday
3	Holi	2-Mar-2018	Friday
4	May Day	1-May-2018	Tuesday
5	Independence Day	15-Aug-2018	Wednesday
6	Ganesh Chaturthi	13-Sep-2018	Thursday
7	Gandhi Jayanthi	2-Oct-2018	Tuesday
8	Deepawali	7-Nov-2018	Wednesday
9	Christmas	25-Dec-2018	Tuesday

List of Floater Holidays

Sr. No	Holiday Name	Date	Day
1	Good Friday	30-Mar-2018	Friday
2	Parsi New Year	17-Aug-2018	Friday
3	Bakri Eid	22-Aug-2018	Wednesday
4	Dussehra	18-Oct-2018	Thursday
5	Deepawali (New Year)	8-Nov-2018	Thursday

Note: -

*From the above mentioned 5 Optional/Floater holidays, you can take 1 holiday by applying for the same in Adrenalin

Regularly featured holidays falling on weekends are Ramzan Id (Id-UI-Fitr) and Gudhi Padwa

Frequently Asked Questions (FAQ) – Introduction of Floater Holiday

Q1: Why only 1 day is declared as a floater holiday? Why not declare only the mandatory national holidays and leave the rest as floater holidays?

Ans1: There are operational & infrastructural challenges in doing so. If the Company is not declared closed on a given day, all infrastructural facilities need to be fully operational – viz. electricity, air-conditioning, housekeeping, administration, etc., which all add to operational cost. Besides, there will be issues in Delivery operations on uncertainties of required attendance at project levels, leading to customer impacts. One day has been decided considering what is manageable at an organisational level, without creating the challenges as mentioned above.

Q2: Is there a need to apply for the floater holidays in advance or can it be applied after the availed date?

Ans2: Employees should plan and inform the manager about their intent to take leave on a designated floater holiday and apply in advance for the floater holiday on the Leave system. This is required to plan the work better.

Q3: Can the floater holidays be used against absence on any other day? i.e. if someone has attended office on 30th Mar 2018 and taken leave on 2nd April 2018, can the 2nd April absence be adjusted against 30th Mar?

Ans3: No, this cannot be done. The floater holiday can be applied only for absence on that specific floater holiday.

Q4: How will the timesheets be handled for the floater holiday?

Ans4: It will be treated on the lines of a regular holiday. For the floater holiday availed, the employees will have to log hours under the 'holiday' option present within the global items in Digite.
