**Tekvortex - Annual Holiday List (2074 BS)**

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| **Date** | **Occasion** | **Comment** |
| **April 14th 2017** | Nepali New Year |  |
| **Aug 24th 2017** | Teej Brata | Only for female employees |
| **Sep 27th – Sep 29th 2017** | **Dasain** |  |
| * Sep 27 | Phulpati |  |
| * Sep 28 | Maha Asthami |  |
| * Sep 29 | Maha Nawami |  |
| * Sep 30/Oct 1 | Vijaya Dasami/Ekadasi | Official holiday(s) if on weekdays |
| **Oct 19th – Oct 21st 2017** | **Tihar** |  |
| * Oct 19 | Laxmi Puja |  |
| * Oct 20 | Govardhan Puja |  |
| * Oct 21 | Bhai Tika | Official holiday(s) if on weekdays |
| **Oct 26th 2017** | Chhath Puja | Applicable only to employees who celebrate this festival. |
| **Jan 1st 2018** | English New Year |  |
| **Feb 13th 2018** | Shivaratri |  |
| **March 1st 2018** | Fagu Purnima (Holi) |  |

*Note: The list may vary slightly each year.*

**Leave Policies-**

1. The leaves are based on Nepali calendar year.
2. Paid leaves per calendar year:
   1. Casual leaves – 7 Days
   2. Sick leaves – 7 Days
3. Paid leaves per occasion:
   1. Maternity (females) – 52 Days
   2. Paternity (males) – 3 Days
   3. Bereavement (immediate family – parent/child) – 3 Days
   4. Marriage (self) – 7 Days
   5. Special (conference, training, seminar etc.) – based on management jurisdiction and approval
4. Intended casual leaves should be informed via email and approved in advance.
5. Except for the public holidays, other leaves are not available for those in probation, training or internship programs.
6. Two or less outstanding casual leaves in a calendar year (BS) will be carried forward to the next calendar year.
7. Leave settlement will be done in the month of Chaitra each year.
8. Tekvortex reserves the right to revise and update the policy as required from time to time.