



HOLIDAY CALENDAR FOR YASH INDIA - 2021

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❖ GUIDELINES :

- 1) Holiday calendar is applicable for a calendar year i.e. from 1st January to 31st December and mainly applicable for the employees working on the rolls of YASH Technologies Pvt. Ltd. (YTPL). Employees working on the rolls of YASH group of companies other than YTPL also, have to refer the calendar of YTPL as applicable to them as per their base location, business group/units & work timings.
- 2) Per policy, the holiday list has 10 holidays on working days. Holidays falling on weekends (Saturdays / Sundays) are just for reference. Holiday Calendar is inclusive of mandatory National, Regional holidays and an option to choose four optional holiday (OH).

3) Eligibility for Opting Optional Holiday:

Criteria for accrual of OH	OH Balance in leave card
Existing Employee & who have joined before 31 st Mar'21	4 OH
DOJ- 1-Apr-21 to 30-Jun-21	3 OH
DOJ- 1-Jul-21 to 30-Sep-21	2 OH
DOJ- 1-Oct-21 to 31-Dec-21	1 OH

Employees have a flexibility to choose 4 optional holidays in a calendar year which can be availed as per below:

- Employee may select Three Optional holiday as per their base location and fix it for the year or can choose it one by one.
 - Employee may choose One "Floating Holiday" which is not limited to the holiday calendar and can be used anytime during the year for any reason including festivals, personal work, family function, etc.
- 4) If due to any business exigency employee has to come to office on the day of selected optional holiday, in that case he/she can cancel the current OH and reapply from the upcoming Optional holiday list.
 - 5) Employees working at other location's development center in India apart from their base location shall follow calendar as applicable to that location.
 - 6) Employees working at client site/projects shall preferably follow client holiday calendar as necessary and themselves can change their holiday calendar through Infogram.
 - 7) The given list is not applicable to LMG unit & to those who follows US/ other countries calendar.
 - 8) For any queries or assistance, please write to OH coordinator at l&a.india@yash.com or raise a request on Infogram Helpdesk.
 - 9) Please refer below, holiday calendar for this year.

COLOR CODES AND LEGENDS

	Holidays falling on week off/Not Applicable
RF	Regional Fixed
F	Fixed
OH	Optional

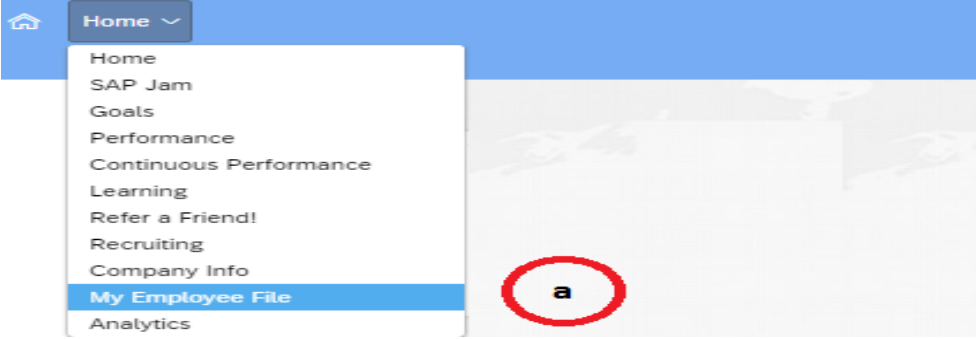
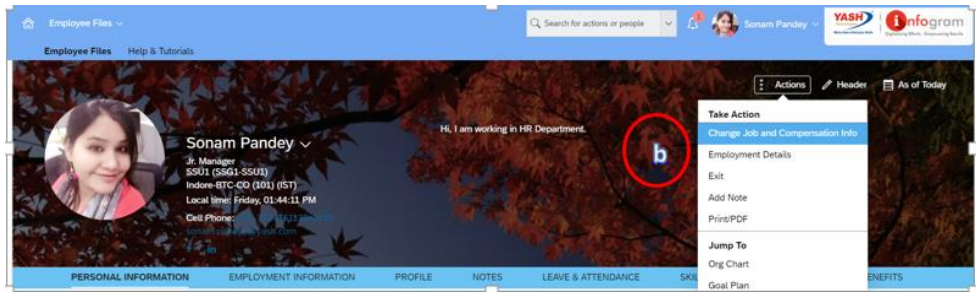
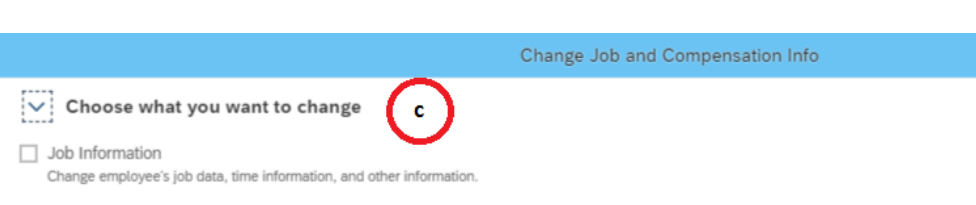
Holiday Calendar for 2021									
S.No	Occasion	Date	Day	Hyderabad	Bangalore	Pune/Mumbai	Indore	Gurgaon	Chennai
1	New Year	1-Jan-21	Fri	F	F	F	F	F	F
2	Pongal/ Makar Sankranti	14-Jan-21	Thu	RF	OH	OH	OH	OH	RF
3	Republic Day	26-Jan-21	Tue	F	F	F	F	F	F
4	Maha Shivratri	11-Mar-21	Thu	OH	OH	OH	OH	OH	OH
5	Holi	29-Mar-21	Mon	OH	OH	OH	RF	RF	OH
6	Rang Panchmi/Good Friday	2-Apr-21	Fri	OH	OH	OH	RF	OH	OH
7	Gudi Padwa/Ugadi	13-Apr-21	Tue	OH	RF	RF	OH	OH	OH
8	Tamil New Year's Day (Puthandu)/ Ambedkar Jayanti	14-Apr-21	Wed						RF
9	Maharashtra Day/May Day	1-May-21	Sat						
10	Eid-UI-Fitr	14-May-21	Fri	OH	OH	OH	OH	OH	OH
11	Telangana Formation Day	2-Jun-21	Wed	RF					
12	Eid-UI-Adha/Zuha/Bakrid	21-Jul-21	Wed	OH	OH	OH	OH	OH	OH
13	Independence Day	15-Aug-21	Sun						
14	Raksha Bandhan	22-Aug-21	Sun						
15	Janmashtami	30-Aug-21	Mon	OH	OH	OH	OH	OH	OH
16	Ganesh Chaturthi	10-Sep-21	Fri	OH	OH	RF	OH	OH	OH
17	Ananta Chaturdashi/Ganesh Visarjan	19-Sep-21	Sun						
18	Gandhi Jayanti	2-Oct-21	Sat						
19	Mahanawami	14-Oct-21	Thu	OH	OH	OH	OH	OH	OH
20	Dussehra/Vijaya Dashami	15-Oct-21	Fri	F	F	F	F	F	F
21	Karnataka Formation Day	1-Nov-21	Mon		RF				
22	Deepawali (Laxmi Poojan)	4-Nov-21	Thu	F	F	F	F	F	F
23	Deepawali (Govardhan Pooja)	5-Nov-21	Fri	OH	OH	OH	OH	OH	OH
24	Guru Nanak Jayanti	19-Nov-21	Fri	OH	OH	OH	OH	RF	OH
25	Christmas	25-Dec-21	Sat						

❖ How can I update my Holiday calendar?

Employees working at client site/projects shall preferably follow client holiday calendar as necessary and themselves can change their holiday calendar through Infogram following the below steps :

Employee files> Change Job and compensation info> Select Job information> Effective date> Select your calendar from Time information> Submit

(Please find below path for the same)

Employment file	
Change job and compensation Info	
Job information	

Effective date

Change Job and Compensation Info

▼ Choose what you want to change

☒ Job Information
Change employee's job data, time information, and other information.

*When would you like your changes to take effect?

MMM dd, yyyy d

<
December 2018
>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Holiday Calendar

Change Job and Compensation Info

*IRM
Laveena Nabar, Manager, Indore-BTC-CO

*Designation
Sr. Executive

*Grade
Grade E2 (E2)

*Employee Type
Permanent

*Employee Category
Confirmed

<
December 2018
>

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Note- In case Holiday calendar is not available in Infogram, raise a ticket at helpdesk and get it added post which can add /change the same on Infogram.

❖ How to regularize Client Holiday on Infogram?

Employees who are working at a client location and following YASH US Calendar are required to regularize their client Specific Holidays, along with weekly regularization else deduction might happen.

- a) On Infogram Home page click on My Info Links
- b) My Employee File > Attendance (Time Sheet)
- c) Select time type as "Client Holiday" > Duration = 9 hours
- d) Submit

Home

Home

a

To-Do

Approve Requests

9

Requests

Attendance (Time Sheet)

My Info

Quick Links

Time Off

No time off planned

My Profile

100% Complete

b

Time Sheet

Client Holiday >Duration

Time Sheet

17

MON

9:00

9:00

10

8

6

4

2

0

18

TUE

9:00

9:00

10

8

6

4

2

0

19

WED

9:00

9:00

20

THU

9:00

9:00

21

FRI

9:00

9:00

22

SAT

9:00

9:00

23

SUN

9:00

9:00

17 - 23

DECEMBER

2018

Total

Attended hours

work schedule

9:00

45:00

Status

To be submitted

DETAILS

Allocated Hours

Time Type

Client Holiday

On Duty

Duration

9:00

0:00

Cost Center

No Selection

No Selection

Attachment

Upload attachment

Upload attachment

Add Absence

c

d

Cancel

Save Draft

Submit