

Months : 52 days

Quarters : 3 – (Spring – Summer - Winter)

Days: 365 days

Title	Number of Holidays
Fridays	52 days
Eid Holidays	20 days
Official Holidays	10 days
Unofficial Holidays	10 days
Total: 92 Days	
Working Days : 273 Days	

Spring
(Jan – Apr)

Summer
(May – Aug)

Winter
(Sep-Dec)

Quarter : **Spring**
Span: 120 Days (Jan- Apr)

Office Days: 94 Days
Office Hours: 750 Hours

- 15 HTML Templates fully submitted
- Try At least 10 Premium Products
- Implementing Daily Learning Report
- Implementing Professional way of seeking leave and showing causes
- Following Agile Board and Maintain Meeting Culture
- Work on One R&D Project
- D2C kit submit

Important Dates

Title	Date
2022 Starting Meeting	CEO's Call
Jan-Monthly Meeting	27 Jan 2022
Feb-Monthly Meeting	24 Feb 2022
Mar-Monthly Meeting	31 March 2022
Apr-Monthly Meeting	21 April 2022
Spring End Meeting	10 May 2022
Total Weekly Meeting: 32	

Quarter : **Summer**
Span: 123 Days (May- Aug)

Office Days: 86 Days
Office Hours: 688 Hours

- Dashboard Template At least 10
- Turn Learning into Reading Target Base
- Introduction to Employee of the month
- Ensure D2C have 23 templates running and kit bundle

Important Dates

Title	Date
May-Monthly Meeting	26 May 2022
Jun-Monthly Meeting	30 Jun 2022
Jul-Monthly Meeting	28 Jul 2022
Aug-Monthly Meeting	25 Aug 2022
Summer End Meeting	1 Sep 2022
Total Weekly Meeting: 32	

Quarter : Winter
Span: 122 Days (Sep- Dec)

Office Days: 100 Days
Office Hours: 800 Hours

Important Dates	
Title	Date
Sep-Monthly Meeting	29 Sep 2022
Oct-Monthly Meeting	27 Oct 2022
Nov-Monthly Meeting	24 Nov 2022
Dec-Monthly Meeting	15 Dec 2022
2022 Year Review	29 Dec 2022
Total Weekly Meeting: 34	