

India Supplement

# Holidays

All policies/supplements are subject to local laws where Accenture operates.  
These policies/supplements are subject to change without prior notification

|                                  |                        |
|----------------------------------|------------------------|
| <b>Applies to:</b>               | All Employees          |
|                                  | All Career Tracks      |
| <b>Supplement Number:</b>        | 0033_C19               |
| <b>Associated Global Policy:</b> | Policy 0033 - Holidays |
| <b>Supplement Sponsor:</b>       | Human Resources        |

## NATURE OF REVISIONS

## PURPOSE OF THE SUPPLEMENT

The purpose of this supplement is to provide country-specific details regarding holidays for all employees in India.

## SUPPLEMENT

Employees are entitled to 10 public holidays in a calendar year that comprises 8 fixed holidays and 2 floating holidays. Employees may choose two public holidays of their choice (floating holidays) with prior approval from their supervisors. See the Supporting Documentation section for a link to the list of holidays to choose from.

Employees, who are required to work on a fixed holiday as an outcome of business requirements, will be entitled to a compensatory off in lieu of the same.

If an employee is required to work on a pre-approved floating holiday due to business requirements, then the employee can select an alternative floating holiday from the list. If no floating holiday is available in the list, then the employee can opt for a compensatory day off in lieu of the same.

Public holidays cannot be accumulated and carried forward to the next calendar year. Public holidays are not encashable upon separation.

The 10 public holidays availed by the employee should be charged to Public Holiday/ Optional Holiday in [MyTE](#). Employees who choose to work voluntarily on public holidays are not entitled to statutory or compensatory off benefits (if any).

**Exception Approval**

All exceptions will be based on specific business need and are required to have the approval of the respective DTE Lead/ Function Lead who is an Accenture Leader or his/her designate thereof and the Entity HR Lead who is an Accenture Leader or employee in a role at career levels 5-7 or his/her designate thereof.

**SUPPORTING DOCUMENTATION****CONTACT INFORMATION**