YASH ^{SM}
Technologies

More than what you think.

HOLIDAY CALENDAR FOR

YASH INDIA - 2022

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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) consisting one floating holiday (FOH)*.

3) Eligibility for opting Optional Holiday:

Criteria for accrual of OH	Fixed OH Balance in leave card	Floating OH in leave card	Total OH in leave card
Existing employees and who have joined before 31st Mar'22	3 OH	1 FOH	4 OH
DOJ -1st Apr to 30th Jun'22	2 OH	1 FOH	3 OH
DOJ -31st Jun to 30 Sep'22	1 OH	1 FOH	2 OH
DOJ -1st Oct to 31st Dec'22	0 OH	1 FOH	1 OH

- Employees have a flexibility to choose 4 optional holidays in a calendar year.

- Employee may select Three Optional holiday as per their base location and fix it for the year or can choose it one by one.

4) Floating Optional Holiday:

- Employee may choose One "Floating Optional 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.

- Now, Applying **Floating Optional Holiday (Floating OH)** is made easier and can be applied by following the steps below, from **1st Jan, 2022** onwards:

My Employee File > Time Off > Create Absence > Leave Type > Floating OH (May follow below path for the same)

Applying Floating OH

Create Absence

Time Type * ⑦

| Floating OH | ⌄ |

Available Balance

1 day

- Paternity Leave
- Maternity Leave
- Maternity Leave Extension
- Miscarriage Leave
- Tubectomy Leave
- Birthday Leave
- Anniversary Leave
- Bereavement Leave
- Transfer Leave
- Critical Illness Leave-Paid
- Critical Illness Leave-Unpaid
- Leave Without Pay
- Encashment
- Optional Holiday
- International Travel Preparation

Submit   Cancel

5) 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.

6) Employees working at other location's development center in India apart from their base location shall follow calendar as applicable to that location.

7) Employees working at client site/projects shall preferably follow client holiday calendar as necessary and themselves can change their holiday calendar through Infogram.

8) The given list is not applicable to LMG unit & to those who follows US/ other countries calendar.

9) For any queries or assistance, please write to OH coordinator at l&a.india@yash.com or raise a request on Infogram Helpdesk.

10) Please refer below, holiday calendar for the year 2022.

Holiday Calendar for 2022**									
S.No	**Occasion**	**Date**	**Day**	**Hyderabad**	**Bangalore**	**Pune\Mumbai**	**Indore**	**Gurgaon**	**Chennai**
1	New Year	1-Jan	Sat						
2	Pongal/ Makar Sankranti	14-Jan	Fri	RF	RF	OH	OH	OH	RF
3	Republic Day	26-Jan	Wed	F	F	F	F	F	F
4	Maha Shivratri	1-Mar	Tue	OH	OH	OH	OH	OH	OH
5	Holi	18-Mar	Fri	OH	OH	RF	RF	RF	OH
6	Rang Panchami	22-Mar	Tue				RF		
7	Gudi Padwa/Ugadi	2-Apr	Sat						
8	Tamil New Year's Day (Puthandu)/ Ambedkar Jayanti/Mahavir Jayanti	14-Apr	Thu	OH	OH	OH	OH	OH	RF
9	Good Friday	15-Apr	Fri	OH	OH	OH	OH	OH	OH
10	Maharashtra Day/May Day/International worker's day	1-May	Sun						
11	Eid-Ul-Fitr	3-May	Tue	OH	OH	OH	OH	OH	OH
12	Telangana Formation Day	2-Jun	Thu						
13	Eid-Ul-Adha/Zuha/Bakrid	10-Jul	Sun						
14	Muharram	9-Aug	Tue	OH	OH	OH	OH	OH	OH
15	Raksha Bandhan	11-Aug	Thu	OH	OH	OH	OH	OH	OH
16	Independence Day	15-Aug	Mon	F	F	F	F	F	F
17	Janmashtami	19-Aug	Fri	OH	OH	OH	OH	OH	OH
18	Ganesh Chaturthi	31-Aug	Wed	RF	OH	RF	OH	OH	OH
19	Ananta Chaturdashi/Ganesh Visarjan	9-Sep	Fri	OH	OH	OH	OH	OH	OH
20	Gandhi Jayanti	2-Oct	Sun						
21	Mahanawami	4-Oct	Tue	OH	OH	OH	OH	OH	OH
22	Dussehra/Vijaya Dashami	5-Oct	Wed	F	F	F	F	F	F
23	Deepawali (Laxmi Poojan)	24-Oct	Mon	F	F	F	F	F	F
24	Deepawali (Govardhan Pooja)	26-Oct	Wed	OH	OH	OH	OH	OH	OH
25	Karnataka Formation Day	1-Nov	Tue		RF				
26	Guru Nanak Jayanti	8-Nov	Tue	OH	OH	OH	OH	RF	OH
27	Christmas	25-Dec	Sun						

Disclaimer: All public **holidays and dates are accurate at the time of publishing the Calendar but are subject to change depending applicable state laws and regulations.
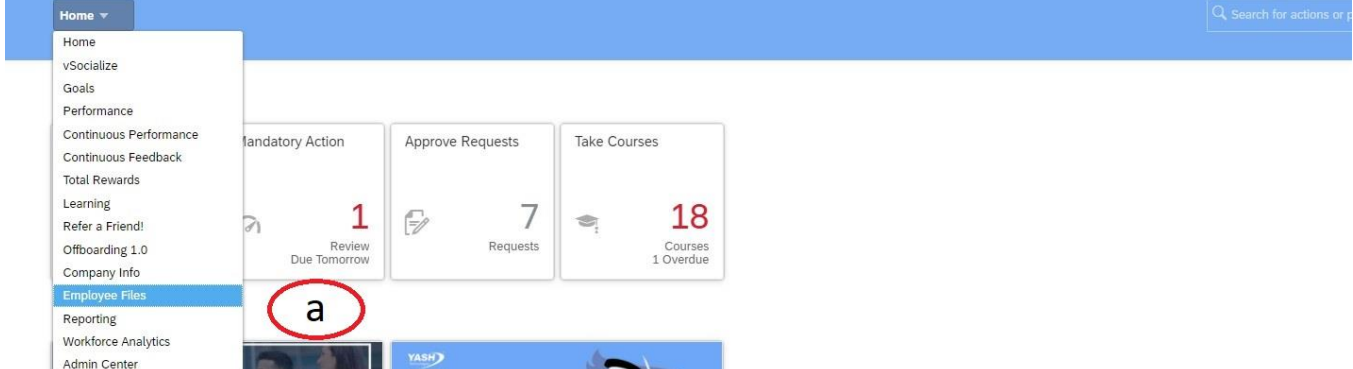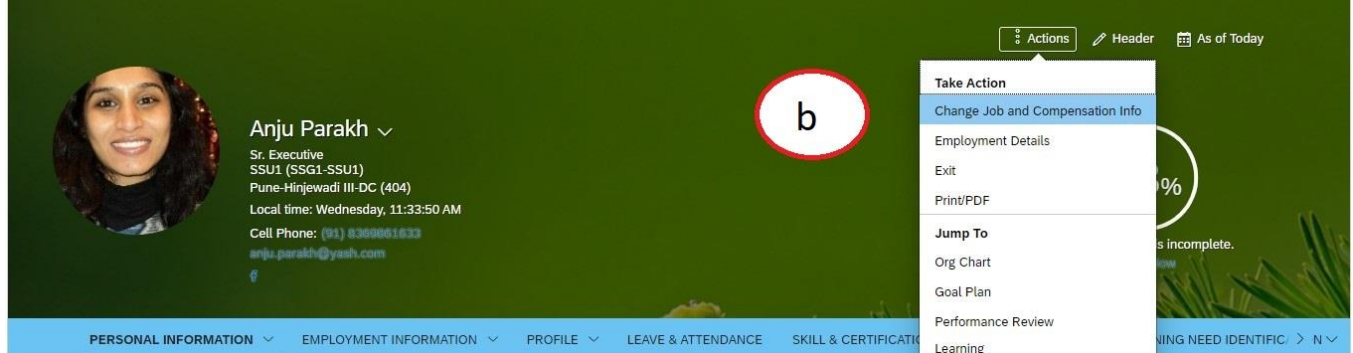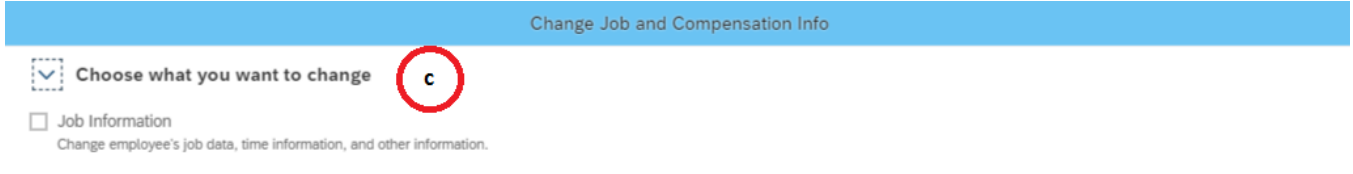
COLOR CODES AND LEGENDS

	Holidays falling on week off/Working for location
RF	Regional Fixed Holiday
F	Fixed Holiday
OH	Optional Holiday

❖ **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)

Note- 1. Incase 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.

2. The current date and Effective date while applying for the Holiday Calendar has to be same. Any back dated Holiday calendar change requests shall not be accepted.

❖ **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	
Attendance (Time Sheet)	
Client Holiday >Duration	