|  |  |  |  |
| --- | --- | --- | --- |
| HOPE Research Group Holiday List for 2020 Version 1.1 | | | |
| According to National & Regional Public holidays of Karnataka for 2020. We have 12 Holidays per annum out of 3 mandatory holidays and 9 floating holidays | | | |
| **Days** | **Month/Date** | **Holidays** | **Fixed/Floating** |
| Wednesday | January 1st | New Year | Floating |
| Wednesday | January 15th | Sankranti | Floating |
| Sunday | January 26th | Republic Day | Fixed |
| Friday | February 21th | Maha Shivaratri | Floating |
| Monday | March 9th | Holi | Floating |
| Wednesday | March 25th | Ugadi | Floating |
| Friday | April 10th | Good Friday | Floating |
| Friday | May 1st | Labors Day | Fixed |
| Monday | May 25th | Kutub-E-Ramzan | Floating |
| Saturday | August 1th | Bakrid | Floating |
| Saturday | August 15th | Independence Day | Fixed |
| Saturday | August 22nd | Ganesh Chaturthi | Floating |
| Sunday | August 30th | Moharam | Floating |
| Thursday | September 17th | Mahalaya | Floating |
| Friday | October 2nd | Gandhi Jayanti | Fixed |
| Monday | October 26th | Vijayadashami | Floating |
| Friday | October 30th | Id-e-Milad | Floating |
| Sunday | November 1st | Karnataka Rajyotsava | Floating |
| Saturday | November 14th | Narak Chaturdashi | Fixed |
| Monday | November 16th | Balipadyami Deepavali | Floating |
| Friday | December 25th | Christmas | Floating |

|  |  |  |  |
| --- | --- | --- | --- |
| **Additional follow up for 2020** | | | |
| Office Working days and hours will be from Monday to Friday 8.30 am to 8.30 pm IST, Office remains close on Saturday, Sunday and National Holidays. | | | |
| Every employee needs to log in before 11.50 am IST on working days, late logins need to be informed respective Managers or HR. | | | |
| Employees are required to login through HOPE access card and ID card (daily attendance/ login & logout time will be recorded, without access card lead to LOP). Losing the access and id card will lead to the penalty of 500 INR (7.05 USD). You should be returning the access and ID card if you are no longer associated with HRG. | | | |
| Each Employee will have 15 Annual Leaves (Varies employee joining month). | | | |
| Individual Employee will have 6 Sick Leaves (Varies employee joining month). | | | |
| Leaves and Sick leaves should be informed and take approval from respective line Manager/Reporting Manger through calls or emails and cc'd HR. | | | |
| Emergency half days will be considered as Paid Leaves/Sick Leaves | | | |
| One or two day leaves should be raised for approval a week before taking the leave and more then two days leave should be raised prior to two weeks, long term leaves e.g 5-6 days or more should be informed a month prior (ignoring process /leaves taken without approval will lead to disapproval of the requested leaves or LOP. | | | |
| **Flexibility** | | | |
| Employees can log in between 8.30 am to 11.50 am IST on working days. | | | |
| Work From Home are informed to respective line Manager/Reporting Manger through Google forms or emails and cc'd HR before 11.00 am IST Employee associated with HOPE for less than 15 months will be given 2 Work From Home and more than 15 months will be eligible for 3 Work From Home for each month (exceeded WFH will be considered as a loss of pay and late request will be considered as half day leave). | | | |
| Employees have a benefit to swap one day for the month. If he/she wants to swap the working day as holiday or vise versa, an individual needs to compensate before he/she takes the Holiday on Working day. Individuals will have the responsibility to collect the Office key from HR. | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference:** | | | |
| <https://www.karnataka.com/govt/list-of-2020-karnataka-government-holidays/> | | | |
| <https://www.officeholidays.com/countries/india/karnataka/2020> | | | |