



HOLIDAY CALENDAR FOR YASH INDIA - 2023

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❖ **GUIDELINES:**

- 1) The Holiday calendar applicable from 1st January 2023 to 31st December 2023. Associates working on the role of Yash Technologies Pvt Ltd (YTPL), need to follow the calendar of YTPL with respect to their base location, business group, units & work schedule.
- 2) The Holiday calendar includes all mandatory National, Regional holidays along with four optional holidays (OH+ Floating OH) in total 10 in calendar year. If any holiday falls on weekend such as Saturday/Sunday just for reference.
- 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 31 st Mar'23	3 OH	1 FOH	4 OH
DOJ -1 st Apr to 30 th Jun'23	2 OH	1 FOH	3 OH
DOJ -1 st Jul to 30 th Sep'23	1 OH	1 FOH	2 OH
DOJ -1 st Oct to 31 st Dec'23	0 OH	1 FOH	1OH

3.1 Employees have a flexibility to choose 3 optional holidays and 1 Floating optional holiday in a calendar year.

3.2 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:

4.1 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.

Floating Optional Holiday or Optional Holiday can be applied on Infogram via below path:

Home > Request Time Off > Create Absence > Leave Type > Floating OH/Optional Holiday (May follow below path for the same)

Applying OH/Floating OH

Create Absence

Time Type* ?

Floating OH

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

Available Balance

1 day

Submit

Cancel

- 1 If due to any business exigency employee must come to the office on the day of the selected optional holiday, in that case, he/she can cancel the current OH and reapply from the upcoming Optional holiday list.
- 2 Employees working at other location's development centers in India apart from their base location shall follow the calendar as applicable to that location.
- 3 Employees working at client sites/projects shall preferably follow the client holiday calendar as necessary and they can change their holiday calendar through Infogram.
- 4 The given list is not applicable to the LMG unit & to those who follow US/ other countries' calendars.
- 5 For any queries or assistance, please write to l&a.india@yash.com or raise a request on Infogram Helpdesk.
- 6 Please refer below, the holiday calendar for the year 2023.

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COLOR CODES AND LEGENDS

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

Holiday Calendar for 2023**									
S.No	Occasion	Date	Day	Hyderabad	Bangalore	Pune\ Mumbai	Indore	Gurgaon/ Noida	Chennai
1	New Year	1/Jan	Sun						
2	Pongal/ Makar Sankranti	14/Jan	Sat						
3	Republic Day	26/Jan	Thu	F	F	F	F	F	F
4	Maha Shivratri	18/Feb	Sat						
5	Holi	8/Mar	Wed	OH	OH	OH	RF	RF	OH
6	Rang Panchami	12/Mar	Sun						
7	Gudi Padwa/Ugadi	22/Mar	Wed	OH	OH	OH	OH	OH	OH
8	Mahaveer Jayanti	4/Apr	Tue	OH	OH	OH	OH	OH	OH
9	Good Friday	7/Apr	Fri	OH	OH	OH	OH	OH	OH
10	Tamil New Year's Day (Puthandu)/ Ambedkar Jayanti	14/Apr	Fri	OH	OH	OH	OH	OH	RF
12	Eid-UL-Fitr	22/Apr	Sat						
11	Maharashtra Day/May Day	1/May	Mon	RF	RF	RF	OH	OH	RF
16	Eid-UL-Adha/Zuha/Bakrid	29/Jun	Thu	OH	OH	OH	OH	OH	OH
13	Independence Day	15/Aug	Tue	F	F	F	F	F	F
14	Raksha Bandhan	30/Aug	Wed	OH	OH	OH	RF	OH	OH
15	Janmashtami	7/Sep	Thu	OH	OH	OH	OH	OH	OH
17	Ganesh Chaturthi	18/Sep	Mon	RF	OH	RF	OH	OH	OH
18	Ananta Chaturdashi/Ganesh Visarjan/Eid Milad	28/Sep	Thu	OH	OH	OH	OH	OH	OH
19	Gandhi Jayanti	2/Oct	Mon	F	F	F	F	F	F
20	Mahanawami	23/Oct	Mon	OH	OH	OH	OH	OH	OH
21	Dussehra/Vijaya Dashami	24/Oct	Tue	F	F	F	F	F	F
22	Karnataka Formation Day	1/Nov	Wed		RF				
24	Deepawali (Laxmi Poojan)	12/Nov	Sun						
25	Deepawali (Govardhan Pooja)	13/Nov	Mon	OH	OH	OH	OH	OH	OH
27	Guru Nanak Jayanti	27/Nov	Mon	OH	OH	OH	OH	RF	OH
28	Christmas	25/Dec	Mon	OH	OH	OH	OH	OH	OH

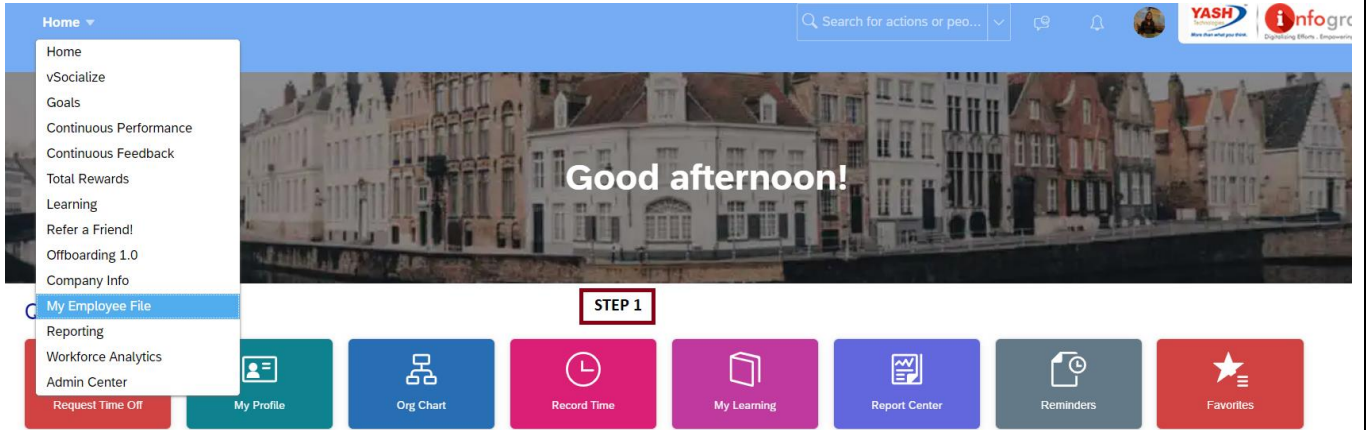
**Disclaimer: All public holidays and dates are accurate at the time of publishing the Calendar but are subject to change depending applicable state laws and regulations.

❖ How can I update my Holiday calendar?

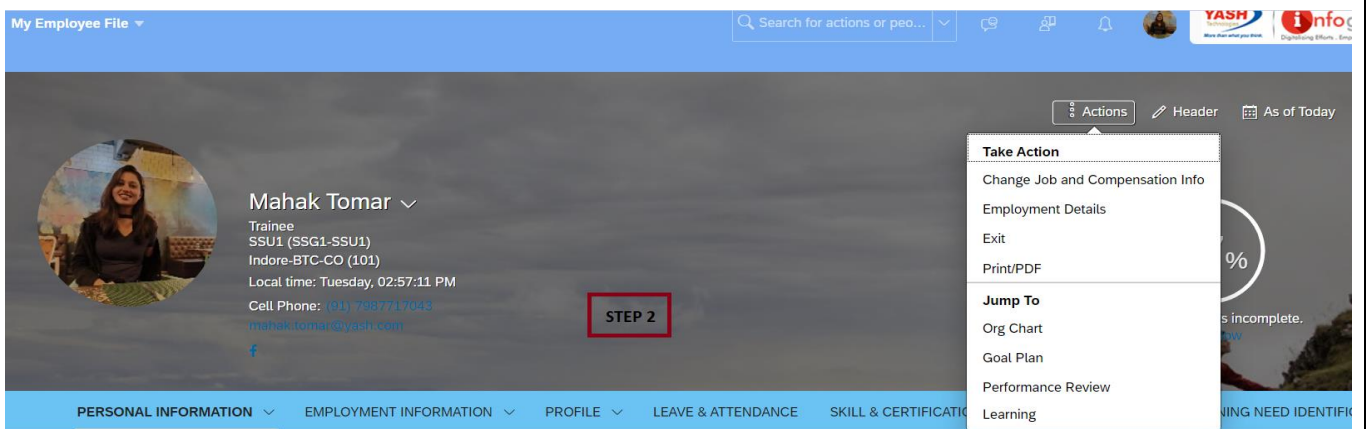
Employees working at client site/projects shall preferably follow client holiday calendar as necessary and themselves can change their holiday calendar through Infogram following the below steps:

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)

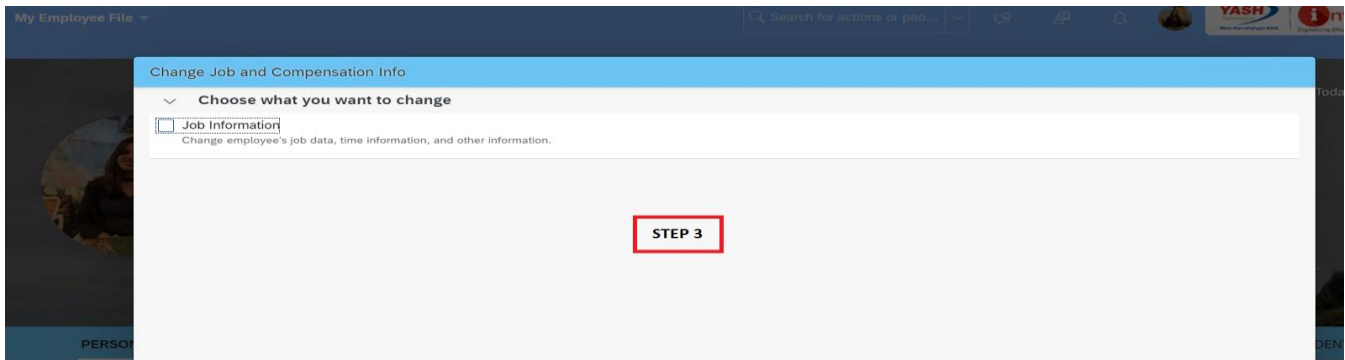
Employment file



Change job and compensation Info

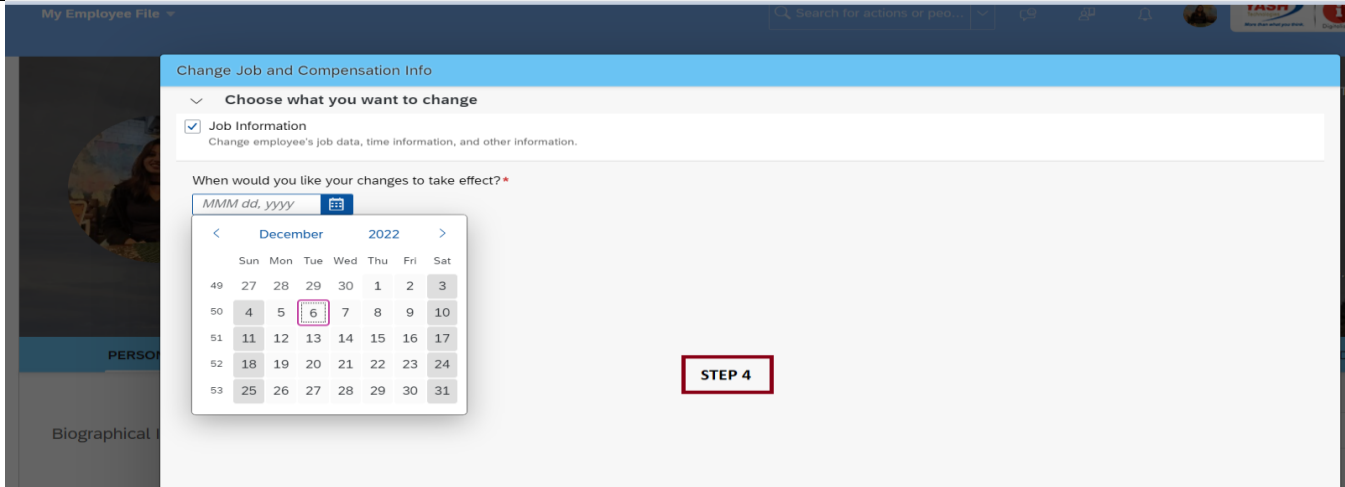


Job information



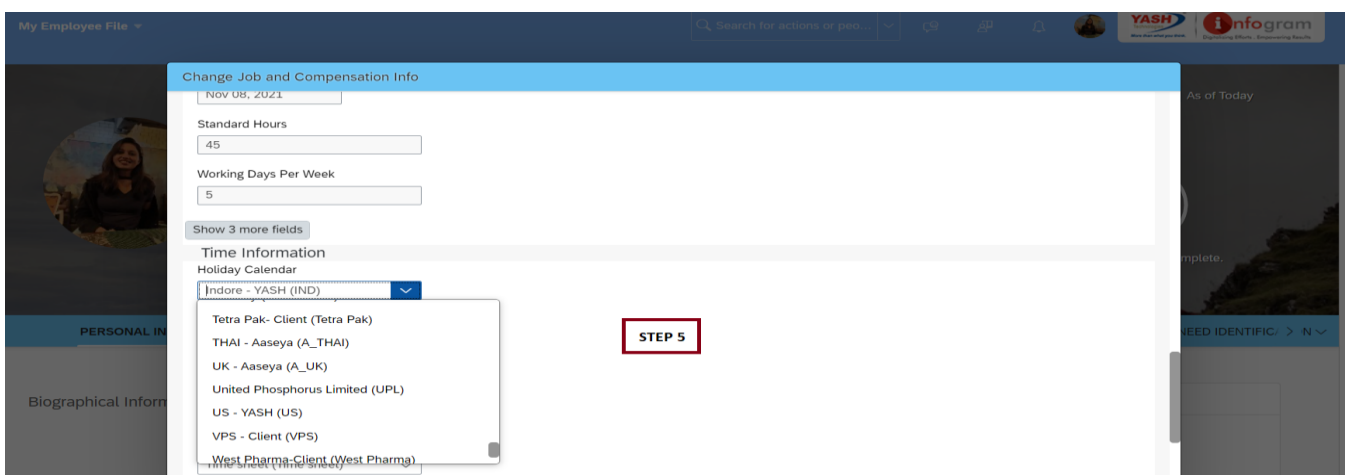
STEP 3

Effective date



STEP 4

Holiday Calendar



STEP 5

- Note-**
1. 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.
 2. The current date and Effective date while applying for the Holiday Calendar should be the same. Any back dated Holiday calendar change requests shall not be accepted.