



LIST OF HOLIDAYS

JANUARY 2022 TO DECEMBER 2022

SL. No.	FESTIVAL	DATE	DAY
1	Pongal (Extra Leave)	13/01/22	Thursday
2	Pongal	14/01/22	Friday
3	Republic Day	26/01/22	Wednesday
4	May Day	01/05/22	Sunday
5	Independence Day	15/08/22	Monday
6	Gandhi Jayanthi	02/10/22	Sunday
7	Deepavali	24/10/22	Monday
8	Deepavali(Extra Leave)	25/10/22	Tuesday

Bonus Leave:

As per company norms, we are providing 9 declared holidays every year on Weekdays. In these 9 declared holidays, some of the dates fall on weekends in the year 2022. To compensate this, our Company has decided to provide 3 days (i.e., 9 minus 6 Weekday Holidays in above list) as Bonus leaves and it will be credited to Employees on a monthly basis based on below calculation:

Monthly Credit of Bonus Leave = $3 / 12 \text{ months} = 0.25$.

Bonus leaves will be credited monthly in addition to 1.5 days of monthly earned leaves. So, for upcoming 2022, monthly earned leaves will be 1.75 days(1.5 earned leave + 0.25 bonus leave).

As usual, unused leaves can be accumulated up to a maximum of 9 days, at any point of time in the year 2022.

Note:

Bonus leaves will vary each year based on the count of holidays that doesn't fall on weekdays.



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Rules to be followed for all Leaves:

- a) Combining the earned leaves (which results in long leaves) is subject to approval by respective Reporting persons/Team Lead/Project Owner based on the project situation.
- b) All employees are expected to apply their planned leaves well in advance, probably before 3 weeks and not at the last minute.
- c) The team members and Team lead/Reporting person/Project Owner should make sure that the deliverables are not affected due to their absence.
- d) The Team lead/Reporting person/Project Owner should also make sure that sufficient team members are available on all working days to take care of work. If required, please check with appropriate/ project related persons while approving team members leaves.