LTC-Hack Limited

Public Holiday Policy
Effective Date: Thursday, July 24, 2025

Public Holidays Policy

1. Purpose

To officially communicate national and regional holidays observed at LTC-Hack Limited for all offices in India.

2. Number and List of Holidays

- **12 paid public holidays** observed annually.

- HR publishes the official holiday calendar by **January 10th** each year.

3. Sample Holiday List for 2025

Date	Day	Holiday Name
Jan 1	Wednesday	New Year's Day
Jan 26	Sunday	Republic Day
Mar 14	Friday	Holi
Apr 10	Thursday	Good Friday
May 1	Thursday	Maharashtra Day
Aug 15	Friday	Independence Day
Sep 2	Tuesday	Ganesh Chaturthi
Oct 2	Thursday	Gandhi Jayanti
Oct 23	Thursday	Dussehra
Nov 1	Saturday	Diwali

Date	Day	Holiday Name
Nov 7	Friday	Bhai Dooj
Dec 25	Thursday	Christmas Day

Note: Regional offices may substitute one local festival/holiday with manager and HR approval.

4. Rules

- Work is not required on public holidays.
- If required to work, employees receive compensatory off or **2x normal pay**.
- Any change to the annual list requires HR and employee notice of at least **30 days**.