



# Leaves & Holidays: 2025 (IN)

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☰ Tags	<a href="#">Policy</a> <a href="#">Process</a>
📅 Date	@January 1, 2024



## Earned Leaves



All of us deserve some good time away from work. Earned Leaves is for us to go on **vacation**, **travel**, **relax**, **recharge** and to attend to any personal matters or **unforeseen emergencies**. Make use of these Earned Leaves to cut away from work and come back with a fresh mind.



## Sick Leaves



Nothing like a well-rested body and mind! **Sick Leaves** is for us to recover from any health related issues or for planned doctors appointments.

- **Allocation:** 12 days at the beginning of year.

**Allocation:** 1.5 days every month.

(The tool does not have monthly allocation feature and hence we need to be mindful of this)

- For employees joining us in the middle of the year, the number of Earned leaves will be added on a prorated basis.
  - **Approval for Earned Leaves:**
    - Required for leaves longer than 2 days.
    - Due to tool limitations, the approval flow is enabled for all leaves, but you can assume approved for  $\leq 2$  days.
    - For long leaves, please apply at least a week in advance. Aim is to have proactive communication so that we can plan better and customers won't notice any interruption.
  - Unused Earned Leaves (ELs) can be carried forward, with a maximum cap of 45 days for the total ELs (carried forwarded + allocation of the new year).
- For our employees joining us in the middle of the year, the number of sick leaves will be added on a prorated basis.
  - File on Spock and keep team informed. Manager approval is not required.
  - Sick Leaves are to be utilised only when we or our immediate family members are unwell.
  - Sick leaves are not carried over from one year to the next.



## Holiday Calendar - 2025



Our Holiday Calendar is flexible and inclusive, recognizing that the needs of

individuals vary. We offer a total of 11 holidays throughout the year which are fixed. You don't have to apply for these days on any tool

New Year's Day	1 Jan 2025	Fixed Holiday	
Holi	14 Mar 2025	Fixed Holiday	Friday
Ramzan Id/Eid-ul-Fitar	31 Mar 2025	Fixed Holiday	Monday
Baisakhi	14 Apr 2025	Fixed Holiday	Monday
May Day (Labour Day)	1 May 2025	Fixed Holiday	Thursday
Independence Day	15 Aug 2025	Fixed Holiday	Friday
Gandhi Jayanti / Dushera	2 Oct 2025	Fixed Holiday	Thursday
Diwali	20 Oct 2025	Fixed Holiday	Monday
Diwali Extended	21 Oct 2025	Fixed Holiday	Tuesday
Christmas	25 Dec 2025	Fixed Holiday	Thursday
New Years Eve	31 Dec 2025	Fixed Holiday	Wednesday