

# 2021 Holiday Calendar and other days of leave

## Plan your holidays for 2021

Dear Colleagues,

We are pleased to share the list of national and festival holidays for 2021. Continuing with the practice we introduced in 2020 we are again giving you the flexibility to pick two optional holidays of your choice in addition to the regular holidays listed below. All you need to do is refer to the list of optional holidays and declare your choices through the People system. Then, follow the guide to register for optional holidays, and you're all set! BUT, please do not forget to book these optional days and remember that if you leave this until later in the year, your options will become more limited.

Here is the list of National and Festival holidays for 2021.

SL No	Date	Day	Holiday
1	26-Jan-21	Tuesday	Republic day
2	02-Apr-21	Friday	Good Friday
3	13-Apr-21	Tuesday	Chandramana Ugadi
4	14-May-21	Friday	Idul Fitr / Kutub - A - Ramzan
5	10-Sep-21	Friday	Vinayaka Vrata/Ganesha Chaturthi
6	15-Oct-21	Friday	Vijaya Dashami
7	01-Nov-21	Monday	Kannada Rajyotsava
8	05-Nov-21	Friday	Deepavali

### Important:

- The above holiday calendar applies to colleagues who follow the India holiday calendar
- Colleagues working on assignments/projects from other countries will need to follow their country's respective Holiday list. Managers will communicate this information to their teams.
- Please note that the mandatory holidays listed below, will fall on a weekend in 2021 and are not included on the list.
  - May Day (1st May)
  - Independence Day (15th Aug)
  - Gandhi Jayanti (2nd October)

Two optional holidays: In addition to the above, colleagues may choose two holidays from the list of optional holiday dates below.

To book your optional holidays logon onto MyPeopleSystem ->Type: Absence Management ->Others.  
Please raise a ticket on e-Connect if you face any problems.

Date	Day	Festival
01-Jan-21	Friday	New Year
13-Jan-21	Wednesday	Lohri
14-Jan-21	Thursday	Makara Sankranti/Pongal
20-Jan-21	Wednesday	Guru Gobind Singh Jayanti
16-Feb-21	Tuesday	Vasant Panchami
11-Mar-21	Thursday	Maha Shivarathri
29-Mar-21	Monday	Holi
02-Apr-21	Friday	Good Friday
13-Apr-21	Tuesday	Chandramana Ugadi
14-Apr-21	Wednesday	Tamil New Year/Vishu/Vaisakhi/BohagBihu
21-Apr-21	Wednesday	Ram Navami
14-May-21	Friday	Idul Fitr / Kutub - A /Ramzan
26-May-21	Wednesday	Budh Purnima/Vesak
21-Jul-21	Wednesday	Bakrid
11-Aug-21	Wednesday	Hariyali Teej
16-Aug-21	Monday	Parsi New Year
19-Aug-21	Thursday	Last day of Muharram
20-Aug-21	Friday	Varamahalakshmi Vrat
30-Aug-21	Monday	Janmashtami
10-Sep-21	Friday	Vinayaka Vrat/Ganesha Chaturthi
06-Oct-21	Wednesday	Mahalaya Amavasya
14-Oct-21	Thursday	Mahanavami/Ayudha Pooja
15-Oct-21	Friday	Vijaya Dashami
19-Oct-21	Tuesday	Id - Milad
20-Oct-21	Wednesday	Valmiki Jayanti
03-Nov-21	Wednesday	Naraka Chaturdashi
05-Nov-21	Friday	Balipadyami / Deepavali
10-Nov-21	Wednesday	Chhath Puja
19-Nov-21	Friday	Gururanak Jayanti/Karthika Poornima
22-Nov-21	Monday	Kanakadasa Jayanti

\*You can book optional holidays from 1st January 2021 only, please book early to enjoy more choice.

\*\*National and festival holidays run from 1st January to 31st December.

#### **Earned leave and sick/casual leave:**

These remain unchanged and you can enjoy 18 days of earned leave and 12 days of sick/casual leave between 1st April – 31st March.

#### **Supporting you during Covid:**

We will continue to support you if you test positive for Covid and will provide 14 calendar days of paid leave to aid your recovery. For most colleagues, this has thankfully been ample time. However, should you be hospitalised we will extend your leave by another 14 days (upon receipt of medical reports) thus allowing 28 days of Covid leave for those who need more time to recover.