

Document Identification

Title	Public Holidays Policy
Document Id	HRPO16
Revision Number	1.0
Release date	19/12/08
Status	Released
Owner	Priya
Author(s)	Rabindra
Approver(s)	Souvik
Releaser	MR
Confidentiality	Company Internal

REVISION HISTORY

Revision	Date	Description of Changes	Author(s)	Approved by
1.0	18/01/2013	Initial Release	Rabindra	Souvik

1. POLICY PURPOSE

The policy is to declare minimum number of holidays for the company including public holidays

2. POLICY SCOPE

This policy is applicable to all employees

3. POLICY DESCRIPTION

- All employees have 10 public holidays in a calendar year of which 5 are compulsory as listed below.
- The list of holidays for the next calendar year will be made known to the employees at the end of the current calendar year.
- The following are compulsory holidays under the National and Festival Holidays Act and the office will necessarily remain closed on these days:

Republic Day	26 th January
May Day	1 st May
Independence Day	15 th August
Gandhi Jayanthi	2 nd October
Kannada Rajyothsava	1 st November

- In the event that a Public Holiday falls during the period whilst the employee is on paid maternity leave, the company shall not grant the employee another off day / pay in lieu of the Public Holiday. In case Compulsory holiday falls on Saturday/ Sunday, alternate holiday will be declared.

4. POLICY DEPLOYMENT

The policy is deployed at all departments at all locations in Kreatio software applications by managers/supervisors responsible in coordination with HR department.

5. POLICY REVIEW

This policy shall be reviewed by Top Management at least once in a year as part of Quality Management System Review.