

iSpace Offshore - Holiday List (2016)

Sl. No	Holiday	Day	Date
1	New Year	Friday	1st January
2	Sankranthi / Pongal	Friday	15th January
3	Republic Day of India	Tuesday	26th January
4	Ugadi	Friday	8th April
5	Independence Day of India	Monday	15th August
6	Ramzan (Id-UI-Fitr)	Wednesday	6th July
7	Vinayaka Chavithi / Ganesh Chathurdi	Monday	5th September
8	Dussera	Tuesday	11th October
9	The day After USA Thanks giving Day	Friday	25th November

Optional List (Any 2 can be availed in a year)

	Optiona Holiday List	Day	Date
1	President's Day (US)	Monday	15th February
2	Mahashivarathri	Monday	7th March
3	Holi	Wednesday	23rd March
4	Good Friday	Friday	25th March
5	Sri Rama Navami	Friday	15th April
6	Telangana Formation Day	Thursday	2nd June
7	US Independence Day	Monday	4th July
8	Id - UI - Zuha (Bakrid)	Monday	12th September
9	Birthday / Spouse / Children / Pearents / Self	-	-

Sl.No	Important
1	An employee completes the probation period /6months of association with organization is eligible to avail optional holiday.
2	Every employee is eligible to take a maximum of 2 Optional Holidays in the calendar year 2016.
3	Few Important holiday: Gandhi Jayanti, Diwali & Christmas fall on Saturday/Sunday as per this year calendar and hence its has not been included in the list.
4	Two weeks of Prior intimation and approval is required from reporting -incharge to avail an optional holiday.
5	Only one optional holiday should be availed in a duration of 6months.