

Circular number: 2024 – 01

Title: Holiday List for 2024

Dated: 2024.Jan.01

Rev: 00

Our office in India will be observing 08 holidays during the year 2024.

Sr No	Holiday (PH)	Date	Day
1	Republic Day	26.01.2024	Friday
2	Holi	25.03.2024	Monday
3	Good Friday	29.03.2024	Friday
4	Maharashtra Day	01.05.2024	Wednesday
5	Independence Day	15.08.2024	Thursday
6	Gandhi Jayanti	02.10.2024	Wednesday
7	Diwali (Laxmi Pujan)	01.11.2024	Friday
8	Christmas	25.12.2024	Wednesday

1. In addition to the above, every employee is eligible for leaves in a calendar year as per the below which shall be credited into their account.

Casual Leave (CL) : 08 days annually - credited quarterly (2 days/quarter)

Earned Leave (EL) : 18 days annually – credited quarterly (6 days/quarter).

2. Leaves at credit as on 31st Dec' will be carried forward in the next calendar year.
 - Unused Casual leave shall lapse at the end of the year, if not availed.
 - Every staff shall be permitted to accumulate earned leave up to a maximum of ten days only.
3. Leaves at credit may/will be encashed at the time of retirement, resignation, death, or termination of employment.
4. No substitute holiday will be allowed if any of the festival holidays initially notified subsequently happen to fall on a weekly off or any non-working day or in the event of more than one festival falling on the same day.
5. Every **Head of Department** MUST send to the Admin Team via email (admin@kamilabs.org / admin@kamimtc.org) the list of names of their team members who will be working on a public holiday, a minimum of 03 working days prior to the Public Holiday
(Teams need to maintain a 50 % working /50 % off ratio depending on the workload).
6. Only names received by the Admin Department will be allocated a Compensatory off (jointly by HOD & the Head of Admin), preferably in the same week or the subsequent week only depending on team strength & available days.
7. Please refer to the Leave Policy mentioned in the Office Manual for further information.