



ZEARO PRIVATE LIMITED

Tel: +91(44) 4852 3234

Web: www.zearo.qa

Zearo Public Holiday List 2019

S. No	Date	Day (2019)	Holiday
1	15-Jan-2019	Tuesday	Pongal
2	26-Jan-2019	Saturday	Republic Day
3	19-Apr-2019	Friday	Good Friday
4	1-May-2019	Wednesday	May Day
5	5-Jun-2019	Wednesday	Ramadan
6	12-Aug-2019	Monday	Eid Al Adha - Bakrid
7	15-Aug-2019	Thursday	Independence Day
8	2-Sep-2019	Monday	Vinayakar Chaturthi
9	7-Oct-2019	Monday	Ayudha Pooja
10	27-Oct-2019	Sunday	Deepavali
11	25-Dec-2019	Wednesday	Chirstmas

P. Pradeep Kumar
(Operations - India)
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Leave List

S.No	Type	Employees (Days)	Contractor/Probation (Days)	Descriptions
1	Paid Leave	14	0	Prorated and not carry forward
2	Unpaid / Sick Leave	14	14	Prorated and not carry forward
3	Work from home	0	0	Prorated and not carry forward
4	Maternity leave	0	0	Prorated and not carry forward

1. Unapproved leave consider as an unpaid leave.
2. Any unpaid leave beyond 14 leads to disciplinary action.
3. Late - 30 mins (Monthly 3 Late = One unpaid leave).
4. Average in time $20 * 8 = 160$ hrs.
5. Overtime cannot be paid and not entertained.
6. Weekly 40 Hours Timesheet

Working Day/Hours		Period
Start	End	
Thursday	Wednesday	
10:00 AM	7:00 PM	General
1:30 PM	2:30 PM	Lunch
Stand UP Meeting		
10:30 AM	11:00 AM	
Weekend		
Saturday & Sunday		

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