



JASP HOLIDAY CALENDAR AND VACATION 2019

S.no	Date	Day	Holiday
1	1-Jan-19	Tuesday	New Year
2	15-Jan-19	Tuesday	Pongal
3	26-Jan-19	Saturday	Republic Day
4	6-Apr-19	Saturday	Ugadi
5	5-Jun-19	Wednesday	Ramzan(Idul Fitr)
7	12-Aug-19	Monday	Bakrid (Idul Juha)
6	15-Aug-19	Thursday	Independence Day
8	2-Sep-19	Monday	Ganesh Chaturthi
9	2-Oct-19	Wednesday	Gandhi Jayanthi
10	8-Oct-19	Tuesday	Dusshera
11	26-Oct-19	Saturday	Diwali
12	27-Oct-19	Sunday	Diwali
13	25-Dec-19	Wednesday	Christmas

OPTIONAL HOLIDAYS			
S.no	Date	Day	Holiday
1	4-Mar-19	Monday	Sivaratri
2	21-Mar-19	Thursday	Holi
3	14-Apr-19	Sunday	Srirama Navami
4	18-Apr-19	Friday	Good Friday
5	10-Sep-19	Tuesday	Moharam
6	10-Nov-19	Sunday	Milad-un-Nabi
7	Any	Any	Your preferable Day (like your birthday, Anniversary day, Pooja, etc.,)

One optional holiday is allowed for every staff member. Additionally each staff member is allowed **10** Business Days of personal leaves including sick leaves. Every employee is required to submit a leave request in writing at least **5** working days in advance and have it approved by his/ her manager before the start of the personal leave period. Any leave taken beyond the allowance is subject to being treated as unpaid leave. The unpaid leave needs to be cleared in advance in writing and is subject to a maximum period as decided by his/ her manager.

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