



## **List of Fixed Holidays in 2020**

Sl No.	Date	Day	Festival
1	15 <sup>th</sup> January	Wednesday	Sankranthi
2	25 <sup>th</sup> March	Wednesday	Ugadi
3	25 <sup>th</sup> May	Monday	Ramadan
4	2 <sup>nd</sup> October	Friday	Gandhi Jayanthi
5	26 <sup>th</sup> October	Monday	Dasara
6	14 <sup>th</sup> November	Saturday	Diwali
7	25 <sup>th</sup> December	Friday	Christmas

## **List of Optional Holidays in 2020**

Sl No.	Date	Day	Festival
1	1 <sup>st</sup> January	Wednesday	New Year
2	21 <sup>st</sup> February	Friday	Maha Shivaratri
3	10 <sup>th</sup> March	Tuesday	Holi
4	10 <sup>th</sup> April	Friday	Good Friday
5	31 <sup>st</sup> July	Friday	Bakrid
6	31 <sup>st</sup> August	Tuesday	Krishna Janmashtami

## **List of Events in 2020**

Sl No.	Date	Day	Festival
1	19 <sup>th</sup> July(17 <sup>th</sup> July)	Tulasi day	Friday
2	22 <sup>nd</sup> August	Ganesh Chaturthi	Saturday

### **Note:**

- 1<sup>st</sup> and 3<sup>rd</sup> Saturday of every month is Holiday.
- In case any festival date change happens, holiday list will be adjusted accordingly.



- Fixed holiday - whole staff of company will not be working and company will not be operational.
- Optional holidays - office will be operational , People who opted for optional holiday will not be working on respective optional holiday

### **Guidelines of Optional Holidays**

- Employees are free to choose maximum of 3 optional holidays from the list of 6 optional holidays.
- Minimum 50% of the respective teams should be working on optional holiday.
- In case more than 50% of team requests for optional holiday, Team lead will decide based on combination of things like Requested date - FIFO basis and available optional holidays in the respective employee balance
- Optional Holidays cannot be exchanged with Casual & Sick leaves
- Optional Holidays limit of 3 will be only for the calendar year and unutilized optional holidays will not be carried forward to next calendar year.