

#TeamSync

Holiday Policy Document.

Updated version 5.04, Y2000-Y2023.

Following days are observed as Global-Holidays **at-all-and-only** Team Sync **Corporate** and **Support Core-Ops, Hub-Offices** at CA, EU, AU and IN-Region

Team Sync Full-Ops and Founding day, Y2000, **16-Aug**
Team Sync key founders, special days, **06-Jun, 23-Jul, 09-Feb, 21-Sep, 23-Nov. Work Fx of any-type at-all-and-only** Team Sync **Corporate** and **Support Core-Ops, Hub-Offices** at CA, EU, AU and IN-Region, is prohibited. This does not include zonal offices and partner/associate offices.

For Internal and external partners/ associates, following recommendations are available on dates:

Paid vacation leaves for upto 15 days-or-less, are as per band-policies (Internal zonal and for external partners, basis guidelines, agreed).

For all Zones: 12 Branch Holidays can be jointly decided for each city (choose city-wise, if applicable) per zone apart from additional 4-days, (30-Dec, 31-Dec, 01-Jan and 02-Jan) which are mandatory off-days for **Team Sync- All Corporate and Zonal Offices**

For IN-Region, Zonal HR Heads and ZHoAs, may jointly choose and sign-up, upto 12 additional Zone Holidays from following available options: <https://www.timeanddate.com/holidays/india/>

For CA, EU, AU-Regions, Zonal HR Heads and ZHoAs, may jointly choose and sign-up, upto 12 additional Zone Holidays from following available options: <https://www.timeanddate.com/holidays/>

Separate document formats are available for leave application and sanctions/approvals.

Special paid-leaves can be requested basis approvals from only Region based Project-Support-Teams.