# Holiday Calendar Policy (India)

## 1. Introduction

[Company Name] recognizes the importance of public holidays, festivals, and cultural diversity in India. This Holiday Calendar Policy defines the process of declaring company holidays, optional holidays, and the rules for compensatory offs.

## 2. Purpose

- To provide clarity on the annual list of holidays.
- To ensure fairness across regions and compliance with state Shops & Establishment Acts and Factories Act.
- To maintain productivity while respecting cultural and religious diversity.

## 3. Scope

This policy applies to all employees of [Company Name], including permanent, probationary, contractual, and interns working in India.

## 4. Types of Holidays

4.1 National Holidays (Mandatory):
- Republic Day – 26th January
- Independence Day – 15th August
- Gandhi Jayanti – 2nd October

4.2 Festival / Public Holidays:
- The company will declare 7–10 additional holidays based on state-specific festivals and cultural practices.
- Each office location may have a different set of holidays to reflect local practices.

4.3 Optional Holidays (Floating Holidays):
- Employees may choose 2 optional holidays per year from a published list (e.g., Eid, Christmas, Onam, Raksha Bandhan).
- These are subject to manager approval.

4.4 Weekly Offs:
- Employees are entitled to one weekly day off (usually Sunday).
- In case of 6-day working weeks, the weekly off will be defined as per company policy.

## 5. Compensatory Offs

- Employees required to work on a declared holiday are eligible for a Compensatory Off (Comp Off).
- Comp Off must be availed within 30 days of the worked holiday, with manager approval.

## 6. Holiday Calendar Publication

- HR will publish the annual holiday list at the beginning of each calendar year.
- Any changes to the declared list must be communicated formally.

## 7. Policy Compliance

- Managers must ensure proper workforce planning during holiday seasons.
- Employees must apply in advance for optional holidays.
- Working on national holidays is strictly prohibited unless approved for critical business needs.

## 8. Review & Updates

This policy will be reviewed annually and updated as per labor laws and organizational needs.

## Acknowledgement Form

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, acknowledge that I have read, understood, and agree to abide by the Holiday Calendar Policy of [Company Name].

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Employee ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_