

Holiday List -2022

Guideline

***Total Holidays in 2022 are Nine (9), 5 national and 4 restricted holidays chosen by the individual and availed after approval from PL, PL needs to get approval from Management.**

***Please note Holiday Dates can vary depending on Calendar Calculation.**

***Please note none of holidays or in Lieu offs can be broken into half days .All holidays or In Lieu offs needs to be taken as full offs.**

*** All offs to be considered only when pre-approved by PL. Approval from PL is mandatory in all the cases.**

***No more than 5 consecutive offs/Holidays together at any time including weekends (Saturday/Sunday), as these will be considered auto rejected. Unapproved and/or more than 5 consecutive offs will be considered as LWP.**

***All unapproved leaves to be considered unpaid time offs and may result in disciplinary action and penalties.**

National Holidays - 2022

***Meal will be provided to all the employees working on National holidays.**

***People working on Holi and Diwali will be marked double working day for one day of work.**

Month	Date	Day	Holiday
January	26	Wednesday	Republic Day
March	18	Friday	Holi
August	15	Monday	Independence Day
October	02	Sunday	Gandhi Jayanti
October	24	Monday	Deepawali

Restricted Holidays - 2022

***Only 4 restricted offs can be availed.**

***Please submit a leave request at least two weeks in advance if you want to avail holiday on any restricted holiday date.**

***PL will review coverage requirements and resource availability to approve offs on these days.**

***Restricted Holidays are Valid till December 2022. Every Individual is requested to take leaves till Dec 2022.**

***Two adjoining Restricted holiday can't be taken or clubbed with other holiday. This requires PM and VP level approval, if needed at all.**

RESTRICTED HOLIDAYS

(Only 4 out of the following)

S. No.	Restricted Holidays
1	New Year
2	Lohri
3	Maha Shivratri
4	Mahavir Jayanti
5	Good Friday
6	Eid ul Fitr
7	Teej
8	Eid ul Zuha
9	Raksha Bandhan
10	Janmashtami
11	Ganesh Chaturthi
12	Muharram
13	Ram Navami
14	Dussehra
15	Eid ul Milad
16	Karwa Chauth
17	Bhaiya Dooj
18	Chhat Pooja
19	Guru Nanak Birthday
20	Christmas Day