



Where Innovation Meets Solutions

Company Name: Andnetics

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PERSONNEL HOLIDAY RULE BOOK

Holiday and Leave Policy

1. Purpose:

The purpose of this policy is to outline the official company holidays, casual leave, sick leave, and the rules governing their use. This ensures transparency and consistency in time off policies.

2. Scope:

This policy applies to all fulltime and part time employees of Andnetics.

3. List of Holidays:

- **Government /Gazetted Holiday**

In compliance with government regulations, Gazetted Holidays are mandatory and will be observed by all employees. These are official public holidays declared by the government, and on these days, the company will remain closed. Employees are entitled to paid leave on these holidays, which include national and regional holidays such as Republic Day, Independence Day, and others specified annually.

S.NO	NAME	DAY	DATE
1.	Republic day	Sunday	26 Jan 2025
2.	Maha Shivaratri/Shivaratri	Wednesday	26 Feb 2025
3.	Holi	Friday	14 Mar 2025
4.	Ramzan Id/EidulFitar	Monday	31 Mar 2025
5.	Mahavir Jayanti	Thrusday	10 Apr 2025
6.	Good Friday	Friday	18 Apr 2025
7.	Buddha Purnima/Vesak	Monday	12 May 2025

8.	Bakrid/Eid ulAdha	Saturday	7 Jun 2025
9.	Muharram/Ashura	Sunday	6 July 2025
10.	Independence Day	Friday	15 Aug 2025
11.	Janmashtami	Saturday	16 Aug 2025
12.	Milad unNabi/IdeMilad	Friday	5 Sep 2025
13.	Mahatma Gandhi Jayanti	Thursday	2 Oct
14.	Dussehra	Thursday	2 Oct
15.	Diwali/Deepavali	Monday	20 Oct
16.	Guru Nanak Jayanti	Wednesday	5 Nov
17.	Christmas	Thursday	25 Dec

- **Restricted Holiday**

Restricted Holidays are optional holidays that employees can choose based on personal, religious, or cultural preferences. Employees are allowed to select two restricted holidays per calendar year from the company's designated list. These holidays are not mandatory, but must be pre-approved by the management. Restricted holidays offer flexibility while ensuring smooth business operations. They are treated as paid leave.

S.NO	NAME	DAY	DATE
1.	New Year's Day	Wednesday	1 Jan
2.	Guru Govind Singh Jayanti	Monday	6 Jan
3.	Pongal	Tuesday	14 Jan
4.	Makar Sankranti	Tuesday	14 Jan
5.	Vasant Panchami	Sunday	2 Feb
6.	Guru Ravidas Jayanti	Wednesday	12 Feb
7.	Shivaji Jayanti	Wednesday	19 Feb
8.	Maharishi Dayanand Saraswati Jayanti	Sunday	23 Feb
9.	Holika Dahana	Thursday	13 Mar
10.	Dolyatra	Friday	14 Mar
11.	Jamat UlVida	Friday	28 Mar
12.	Gudi Padwa	Sunday	30 Mar
13.	Rama Navami	Sunday	6 Apr
14.	Vaisakhi	Sunday	13 Apr

15.	Bahag Bihu/Vaisakhadi	Tuesday	15 Apr
16.	Easter Day	Sunday	20 Apr
17.	Birthday of Rabindranath	Friday	9 May
18.	Raksha Bandhan (Rakhi)	Saturday	9 Aug
19.	Ganesh Chaturthi/Vinayaka Chaturthi	Wednesday	27 Aug
20.	Onam	Friday	5 Sep
21.	Maha Saptami	Monday	29 Sep
22.	Maha Ashtami	Tuesday	30 Sep
23.	Maha Navami	Wednesday	1 Oct
24.	Maharishi Valmiki Jayanti	Tuesday	7 Oct
25.	Govardhan Puja	Wednesday	22 Oct
26.	Bhai Duj	Thursday	23 Oct
27.	Chhat Puja	Tuesday	28 Oct

4. Casual Leave:

- Entitlement: Each employee is entitled to 7 days of casual leave per calendar year.
- Purpose: Casual leave can be used for personal reasons, such as family matters, attending functions, or handling personal tasks.
- Approval Process: Casual leave must be requested at least 1 day in advance, unless in case of an emergency. Leave requests must be submitted through the company's HR portal.
- Carryover: Casual leave does not carry over to the next year and will lapse if not used within the calendar year.

5. Sick Leave:

- Entitlement: Each employee is entitled to 7 days of sick leave per calendar year.
- Purpose: Sick leave is available for employees who are unwell and need time to recover or attend medical appointments.
- Approval Process: Sick leave can be availed without prior notice, but employees must inform their reporting manager as soon as possible. For absences longer than 3 consecutive days, a medical certificate may be required.
- Carryover: Sick leave does not carry over to the next year. Unused sick leave cannot be encashed or converted into any other type of leave.

6. Holiday and Leave Entitlement Summary:

- National Holidays: Mandatory paid holidays.
- Optional Holidays: Choose 2 from the restricted list.
- Casual Leave: 7 days per year, non-carry able.

- Sick Leave: 7 days per year, non-carry able.

7. Procedure for Requesting Holidays and Leave:

- National and Optional Holidays: National holidays are automatically granted. To take an optional holiday, employees must submit a request at least 7 days in advance.
- Casual Leave: Should be requested through the HR portal at least 1 day in advance, except in emergencies.
- Sick Leave: Must be reported as soon as possible, with a doctor's note required for extended leave (more than 3 days).

8. Working on Holidays:

If an employee is required to work on a national or optional holiday due to business needs, they will be entitled to compensatory leave or overtime pay, depending on the manager's discretion.

9. Holiday Pay:

All national and optional holidays listed in this policy are paid. Casual and sick leaves are also paid, provided they are within the annual limit. If an employee exhausts their casual or sick leave entitlement, additional time off will be treated as unpaid leave unless otherwise approved.

10. Religious and Cultural Observances:

Employees wishing to observe a religious or cultural holiday not listed in the company calendar may apply for unpaid leave or use casual leave, subject to approval by the manager.

11. Carryover and Lapse of Leave:

- Casual and sick leave cannot be carried over to the next year.
- Unused restricted holidays will lapse at the end of the year.

12. Holiday During Leave of Absence:

If a national holiday falls during an employee's scheduled leave (such as annual leave), it will not be deducted from their leave balance.

This structure ensures that employees have flexibility for personal time off (casual leave) and for health related matters (sick leave), while also maintaining transparency in how holiday entitlements and time off requests are handled. required to work on a national or optional holiday due to business needs, they will be entitled to compensatory leave or overtime pay, depending on the manager's discretion.