

Holiday Calendar 2016

Date	Day	Holiday Name	India	USA	UK
01-Jan	Friday	New Year			
26-Jan	Tuesday	Republic Day			
15-Feb	Monday	President's Day			
23-Mar	Wednesday	Holi			
25-Mar	Friday	Good Friday			
28-Mar	Monday	Easter Monday			
02-May	Monday	Early May Bank Holiday			
04-Jul	Monday	Independence Day			
08-Jul	Friday	Ramzan Id / Eid-ul-Fitar			
15-Aug	Monday	Independence Day			
29-Aug	Monday	Summer Bank Holiday			
05-Sep	Monday	Ganesh Chaturthi & Labor Day			
12-Sep	Monday	Bakri Id / Eid ul-Adha			
11-Oct	Tuesday	Dussera			
31-Oct	Monday	Diwali & Halloween Day			
24-Nov	Thursday	Thanksgiving Day			
26-Dec	Monday	Christmas & Boxing Day			
Choose any 2 Floating Holiday (US only)					
18-Jan	Monday	Birthday of Martin Luther King, Jr.			
25-Mar	Friday	Good Friday			
10-Oct	Monday	Columbus Day			

- Indian Statutory and Festive Holidays falling on Saturday or Sunday have not been included (Labour Day, Gandhi Jayanti, Diwali (Laxmi Puja) & Christmas)
- All teams / employees to follow the Holiday Calendar depending on the clients they are interacting with (India / US / UK) or as per Business requirements.
- Support Teams should follow the Indian Calendar with prior approval from their respective reporting manager
- Employees working with Indian Clients and shifted to US / UK clients during the course of the year will be entitled to 10 Holidays only (Indian, US & UK combined)
- All the employees need to avail their Compensatory off within three months from the date it is applicable. In case if the Manager does not approve the Comp off then the employee needs to inform HR for further action.
- All employees who are following the US / UK Holiday Calendar are also eligible for Indian Statutory Holidays (Colored in Yellow)
- As per Business requirements if an employee is required to work on the Indian Statutory Holidays (Colored in Yellow), the same will be informed 15 days prior to the respective employee / es by the Manager
- As per the Client / Business requirements if a holiday falls on the days not mentioned in the above list, the Managers have to notify the HR team in advance and raised in ESS accordingly.