

HOLIDAY POLICY

This is our company's holiday policy that outlines all the days of the year that we acknowledge as holidays. In other words, these are the days when our employees don't work, and our offices are closed.

This policy is applicable to all oNeoinfinit Multicons Pvt Ltd employees.

Holidays that we acknowledge

Neoinfinit Multicons Pvt Ltd acknowledges the following holidays for the year 2022:

Sr.no	Date	Day	Occasion	Optional/ National Holiday
1	14-Jan	Fri	Makara Sankranti / Pongal	Holiday
2	26-Jan	Wed	Republic Day	National Holiday
3	1-Mar	Tue	Maha Shivaratri	Holiday
4	18-Mar	Fri	Holi	Holiday
5	15-Apr	Fri	Good Friday	Holiday
6	02-Apr	Sat	Ugadi / GudiPadwa / Vaisakh	Optional
7	03-May	Tue	IdulFitr	National Holiday
8	16-May	Mon	Buddha Purnima	Optional

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9	15-Aug	Mon	Independence Day	National Holiday
10	11-Aug	Thu	Rakshabandhan	Optional
11	09-Aug	Tue	Muharram	Optional
12	19-Aug	Fri	Janmashtami	Holiday
13	31-Aug	Wed	Ganesh Chaturthi	Holiday
14	24-Oct	Thu	Diwali	Holiday

Please remember that these days are considered days off at **[Company name]**.

This is true for all the employees unless a particular department, location or position of the company must operate these days and stay available for customers/clients.

Working on a holiday

If working on a holiday is necessary, we will inform all the employees in advance.

Pay rate during holiday days is [x] time the regular pay.

Holiday pay entitlement policy

- Full-time employees who don't work on a holiday will not see any reduction in their regular pay.
- Part-time employees will be paid based on the number of hours they would have worked if it wasn't a holiday.
- Temporary non-exempt employees are not entitled to holiday pay.

Religious Holidays

If there are any other religious holidays that our employees celebrate, **Neoinfinit Multicons Pvt Ltd** will adhere to anti-discrimination best practices and allow these employees to take unpaid time off.