


KAAVAY Enterprises Pvt. Ltd.

| Sr. No | Holiday | Date | Days of the Week |
|--------|---------------------------------|--------------|------------------|
| 1 | New Year | January, 01 | Wednesday |
| 2 | Three Kings Feast | January, 06 | Monday |
| 3 | Makarsankranti/Id-E-Milad^ | January, 14 | Tuesday |
| 4 | Mahashivratri^ | February, 27 | Thursday |
| 5 | Holi ^ | March, 17 | Monday |
| 6 | Gudi Padwa | March, 31 | Monday |
| 7 | Ram Navami^ | April, 08 | Tuesday |
| 8 | Vaisakhi^ | April, 14 | Monday |
| 9 | Good Friday^ | April, 18 | Friday |
| 10 | May Day^ | May, 01 | Thursday |
| 11 | Feast of Sacred Heart of Jesus^ | June, 27 | Friday |
| 12 | Id-UI-Fitr* | July, 29 | Tuesday |
| 13 | Independence Day | August, 15 | Friday |
| 14 | Ganesh Chaturthi (Day 1) | August,29 | Friday |
| 15 | Ganesh Chaturthi (Day 2) | August, 30 | Saturday |
| 16 | Gandhi Jayanti | October, 02 | Thursday |
| 17 | Dasara/Dassehra(Vijaya Dashmi)^ | October, 03 | Friday |
| 18 | Id-UI-Zuha (Bakri Id)*^ | October, 06 | Monday |
| 19 | Diwali | October, 22 | Wednesday |
| 20 | Muharam^ | November, 05 | Wednesday |
| 21 | Feast of St. Francis Xavier^ | December, 03 | Wednesday |
| 22 | Feast of Immaculate Conception^ | December, 08 | Monday |
| 23 | Goa Liberation Day | December, 19 | Friday |
| 24 | Christmas Day | December, 25 | Thursday |

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|---|--|
| | Public Holiday |
| * | The Holiday mentioned at Sr. No. 12 & 18 is subject to appearance of moon. |
| ^ | Restricted Holiday |

Rules & Regulation

- A total of 12 paid holidays will be applicable to the Kaavay Team Members.
 - 09 Public Holidays
 - 03 Restricted Holidays* (*Each member is free to select the 3 holidays from the above list*)

GENERAL:

- The Company plans to provide a total of 35 days of paid Leave/Holiday for the 2014 calendar year excluding Sundays. The breakup of the same is as follows:
 - 09 Public Holidays
 - 03 Restricted Holidays
 - 18 Vacation Leave
 - 05 Sick Leave
- The Restricted Holiday is not applicable to Members on Probation Period.
- The Vacation leave & Sick Leave will be applicable for the current calendar year (*i.e: January to December*).

- Team Members working on Holidays will be will be entitled for Compensation at the end of the respective month.
- Half day leave, a person needs to work for minimum 4 hours for that particular day to avail the half day leave. 0.5 day will be debited from the member's leave account.
- If the leave period includes Sunday or Public Holiday or Restricted Holiday, the same will be counted in the leave days (i.e: Leave application is from Saturday to Monday, then the leave days will be 3 days).
- The member needs to fill in the leave application form and email the same to Mr. Mohsin, Mr. Rohit and Mr. Gurudatta.
- Two days prior permission needs to be taken from the management for Restricted Holiday.
- Uninformed leave will be marked as absent for that particular day.
- Salary will be deducted for absent days in a given month and the same won't be adjusted with Vacation leave (VL) or Sick Leave (SL).
- Salary deduction will be applicable if the leave balance is in negative for a particular month.
- Long duration unpaid leave will be entertained for a genuine case such as Wedding, Maternity Leave and so on.
- The members are not eligible for availing leaves during the notice period.
- Any Holiday forced by Government will be adjusted with leaves as per the management.
- The management reserve rights to append or change the rules from time to time.
- The management reserve rights to cancel the approved leave/holiday based on the Project Criticality.

SICK LEAVE:

- 5 days of Sick Leave (SL) will be allotted in the beginning of the Calendar year.
- Team Members on Probation will be entitled for 01 day Sick leave during the period.
- Sick Leave (SL) greater than 1 day, A Medical certificate needs to be produced for availing Sick Leave.
- A medical certificate needs to be produced on the day resuming the duty. Failing to produce the certificate, the management will consider the member as absent.
- In the event, if the Sick Leave (SL) is exhausted, the same will be adjusted with Vacation leave (VL).

VACATION LEAVE: - *(Not applicable for Probation Period)*

- Kaavay member will earn 1.5 days of Vacation leave (VL) which will be credited at the end of the month. The condition to earn Vacation Leave is as follows:
 - There should not be any absenteeism for that particular month.
 - Vacation Leave, Sick Leave, Public Holiday & Restricted Holiday won't be considered as absent if applied as per the company procedure for respective leaves.
- Less than 3 days of Vacation Leave needs to be applied 2 days prior to the leave.
- Vacation leave greater than 3 days needs to be intimated a week before the leave date.
- The Vacation Leaves can be accumulated and encashed at the end of the calendar year.
 - Encashment limit is 9 days of Vacation leaves.
 - Encashment will be done on the Basic Pay.

*- **Restricted Holiday** means a holiday availed by one or some members of an organisation on special occasions. The office of the organisation functions as usual. It is allowed to accommodate some religious festivals of some community. It is also called optional holidays. One can avail maximum three days of restricted holiday per annum.



Leave Application

Date: DD/MM/YYYY

- 1 **Name**
- 2 **Date Of Leaves**
- 3 **No. Of Leaves**
- 4 **Type Of Leave**
- 5 **Reason of Taking Leave**

- 6 **Contact Phone No. On Leave Days**
- 7 **Contact Person on Leave Days**
- 8 **Contact Person Address**

| | Eligible leaves | Availed Leaves | Balance Leaves |
|-----------------|-----------------|----------------|----------------|
| Sick Leaves | | | |
| Vacation Leaves | | | |

Member's Signature

Approved By

Date: _____

 FOR OFFICE USE

Note : _____.