



Tiger India Employee Hand Book

Holidays, India

1. Weekly Holidays: Saturday and Sunday.

2. National and Festival Holidays: An employee is entitled for 11 holidays in calendar year, which including **3 National Holidays**, **8 Festival Holidays**.

<u>List of Holidays - Telungana - Hyderabad</u>		
Date	Day	Name of Festival
14-Jan-17	Saturday	Pongal
26-Jan-17	Thursday	Republic Day
24-Feb-17	Friday	Maha Shivratri
12-Mar-17	Sunday	Holi
29-Mar-17	Wednesday	Ugadi
05-Apr-17	Wednesday	Shree Ram Navami / Babu Jagjivan Ram's Birthday
14-Apr-17	Friday	Good Friday / Dr B. R. Ambedkar's Birthday
01-May-17	Monday	May Day
26-Jun-17	Monday	Ramzan Id (Id-UI-Fitar)
15-Aug-17	Tuesday	Janmashtami
15-Aug-17	Tuesday	Independence Day
25-Aug-17	Friday	Vinayaka Chavithi
02-Sep-17	Saturday	Idul Zuha (Bakrid)
29-Sep-17	Thursday	DURGASHTAMI
30-Sep-17	Saturday	Vijaya Dashmi /Dusshera
01-Oct-17	Sunday	SHAHADAT IMAM HUSSAIN(A.S) 10TH MOHARAM,1493 HIJRI
02-Oct-17	Monday	Mahatma Gandhi's Birthday
19-Oct-17	Thursday	Deepavali
04-Nov-17	Saturday	KARTHIKA PURNIMA / GURUNANAK JAYANTHI
01-Dec-17	Friday	Eid Miladun Nabi
25-Dec-17	Monday	Christmas Day
** The holidays are subject to the appearance of moon.		



List of Holidays - Maharashtra - Mumbai		
Date	Day	Name of Festival
26-Jan-17	Thursday	Republic Day
24-Feb-17	Friday	Mahashivratri
13-Mar-17	Monday	Holi (Second Day)
28-Mar-17	Tuesday	Gudi Padwa
04-Apr-17	Tuesday	Ram Navmi
14-Apr-17	Friday	Dr. Babasaheb Ambedkar Jayanti
14-Apr-17	Friday	Good Friday
		Maharashtra Din
10-May-17	Wednesday	Buddha Pournima
26-Jun-17	Monday	Ramzan Id (Id-UI-Fitar)(Shawal-1)
15-Aug-17	Tuesday	Independence Day
17-Aug-17	Thursday	Parsi New Year (Shahenshahi)
25-Aug-17	Friday	Ganesh Chaturthi
02-Sep-17	Saturday	Bakri Id (Id-UI-Zua)
30-Sep-17	Saturday	Dasara
02-Oct-17	Monday	Mahatma Gandhi Jayanti
19-Oct-17	Thursday	Diwali Amavasaya (Laxmi Pujan)
20-Oct-17	Friday	Diwali (Balipratipada)
		Guru Nanak Jayanti
01-Dec-17	Friday	Id-E-Milad
25-Dec-17	Monday	Christmas
** The holidays are subject to the appearance of moon.		



Leave Policy

Leave calendar starts from January to December.

Date of commencement of service will be used as the basis for calculating Leave.

Casual Leave (CL)

Entitlement: 15 days. For all employees

- Can be utilized for going on a vacation.
- Is being provided for meeting emergencies of a personal nature for which planning cannot be done.

Sick Leave (SL)

Entitlement: 6 days. For all employees

- Beyond 2 days requires a doctor's certificate.
- Cannot be encashed.
- Cannot be accumulated.

Maternity Leave (ML)

Entitlement: 90 days. For female employees' only

- On completion of 240 working days, will be credited to female employee account.
- Employee is given 90 days ML twice in one year
- ML must be taken much in advance and it should be 6 weeks before and after the expected date of delivery.
- Cannot be encashed & accumulated.

Comp Off:

Entitlement: For all employees

- In lieu of working on holidays / weekly off and completion of the extra working days.
- Cannot be encashed.
- Can be accumulated till the completion of Quarter.



Employee Welfare

1. Social Security – Employee Provident Fund Rates

EPF Contribution Details on INR 15000 of Basic Pay (Mandatory)						
Schemes	Employee Contribution		Employer Contribution			
EPF	12%	1800	3.67%	550.50	A/c No.10	On INR 15000/-
EPS	Not applicable		8.33%	1249.50	A/c No.1	On INR 15000/-
EDLI	Not applicable		0.50%	75.00	A/c No.21	On Total Wages
EPF Administration Charges	Not applicable		1.10%	165.00	A/c No.2	On Total Wages
EDLI Administration Charges	Not applicable		0.01%	1.50	A/c No.22	On Total Wages
Total	12%	1800	13.61%	2041.50		
<p>EPF - Employee Provident Fund EPS - Employee Pension Scheme EDLI - Employees' Deposit Linked Insurance Scheme</p>						

Gratuity

Gratuity is a lump sum that a company pays when an employee leaves an organization, and is one of the many retirement benefits offered by a company to an employee.

An employee needs to have at least five full years of service with the current employer, except in the event of an employee passes away or is rendered disabled due to accident or illness, in which case gratuity must be paid.

Gratuity Calculation
<i>Gratuity = Last Drawn Salary × 15/26 × No. of Years of Service</i>