

## Holiday Policy

Version January 2025

Hirelfex247 India Pvt Ltd recognizes the importance of work-life balance and the need for employees to take time off to recharge and rejuvenate. As such, we have formulated a comprehensive holiday policy to ensure that our employees can take time off from work and enjoy their personal and family life.

All full-time employees of Hirelfex247 India Pvt Ltd are entitled to 15 days of annual leave per year.

### **Additional Holidays:**

In addition to annual leave, employees are granted 3 days of National Holidays, namely:

- a. India Independence Day (15th August)
- b. India Republic Day (26th January)
- c. Gandhi Jayanti (2nd October)

Please note that if any of these holidays fall on a weekend, no compensation or additional day off will be provided.

### **We no longer offer the Optional Birthday Holiday benefit: REVISED JANUARY 2025**

Previously, employees were entitled to an optional holiday on their birthday or a 2000 INR gift voucher if the holiday was not taken. This benefit is no longer available.

### **Client Holidays:**

Any holidays observed by the clients of Hireflex247 will also be considered non-working days for our employees. Employees are advised to check their client's holiday calendar in advance to plan their schedule accordingly.

### **Working on Client Holidays:**

Occasionally, clients may request employees to work on their designated holidays. In such cases, employees who work on client holidays will be compensated with standard rate of payment as per company policies.

The holiday year for Hirelfex247 India Pvt Ltd starts on January 01st of every year, and all employees are eligible for the full holiday allowance from this date. For employees who join the company mid-year, their holiday entitlement will be calculated on a pro-rata basis from their joining date. The pro-rata calculation will be based on the number of months remaining in the holiday year. This ensures that all employees receive their holiday entitlement on a fair and equitable basis.

Moreover, we understand the significance of Indian festivals and regional holidays, and thus, all such holidays are included in your holiday allowance. Our employees are entitled to take off on all the Indian festivals and regional holidays as per the respective state laws.

Furthermore, if an employee is working for UK, European, or US clients, they are entitled to take public holidays specific to that country as well. The holiday entitlement may vary from country to country, and the list of public holidays will be provided to the employee by their respective client managers.

We encourage our employees to plan their holidays in advance and communicate the same to their respective managers. The company will make every effort to accommodate employee holiday requests, but final approval will be at the discretion of the management.

In case an employee has any questions or concerns regarding the holiday policy, they can reach out to the HR department for clarification.

Email: [recruitment@hireflex247.com](mailto:recruitment@hireflex247.com)

To ensure a smooth and organized holiday booking process, we require all employees to book their holidays via the Timetastic portal. The Timetastic portal is accessible through the company's intranet and provides an easy and efficient way to book and manage your holiday requests. Failure to book your holidays via the Timetastic portal may result in a delay in the approval of your holiday request.

Link to TimeTastic --- > <https://app.timetastic.co.uk/>

You can also download Mobile App