Holiday Policy

Objective

To describe the guidelines for fixed and optional holidays.

Scope

The scope of the policy extends to all employees of Aragen Life Sciences Limited and its subsidiaries, Aragen Biologics Pvt Limited and Intox Pvt Limited.

Eligibility

All employees of Aragen Life Sciences

General Policy

- The holiday calendar will have twelve holidays, which also includes optional holidays. The break-up will be communicated at the beginning of every calendar year.
- Fixed and optional holidays vary year on year based on the holiday calendar.
- Optional holiday is to encourage employees to celebrate special occasions with their near & dear ones.
- The optional holiday can be availed by employee to celebrate different occasions that are more important to him/her. These occasions maybe pertaining to:

    - **Religious festivals** (Bakrid, Guru Nanak Birthday, Good Friday) Gender Related (Vara Lakshmi Vratam, Karva Chauth, etc.)
    - **Regional** (Regional New Year, Lohri, etc.)

Guidelines to avail Optional holiday

- Optional holiday has to be applied for at least 1(one) working day in advance and manager approval is required. Any post approval is not allowed.
- Request for Optional holiday is to be raised online in the Leave Management System as done for leaves.
- Optional Holiday has to be availed on full day basis, half-a-day optional holiday is not allowed.
- As per location mentioned against each optional holiday, only that location employee can avail that particular optional holiday.

- Optional Holiday will lapse at the end of the calendar year, no accumulation/ carry forward is allowed.

Power to Amend

The management may at its discretion amend or withdraw any or all of the above provisions of this policy at any time with/without notice. The utility and the interpretation of the policy will be at the sole discretion of the management.

Policy Tracker

Original	1st Amendment	2nd Amendment	3rd Amendment	4th Amendment
1st Apr, 2006	9th Jan, 2017	21st Apr, 2017	16th June, 2021	10th Oct, 2024