

4X4 Advisory Services Private Limited

Holiday List

Calendar Year - January to December 2025

Mandatory Holidays

Regional Holidays

Flexi / Floater Holidays

Mandatory Holidays

| Month | Date | Day | Festival | North | South | West |
|----------|-----------|-----------|---|-------|-------|------|
| January | 01-Jan-25 | Wednesday | New Year's Day | M | M | M |
| February | 26-Feb-25 | Wednesday | Maha Shivratri | M | M | M |
| March | 14-Mar-25 | Friday | Holi / Dolyatra | M | M | M |
| | 31-Mar-25 | Monday | Ramzan Id / Eid ul-Fitar | M | M | M |
| August | 15-Aug-25 | Friday | Independence Day / Parsi New Year's Day / Nauraj Janmashtami (Smarta) | M | M | M |
| October | 02-Oct-25 | Thursday | Gandhi Jayanti Dussehra | M | M | M |
| | 20-Oct-25 | Monday | Diwali (Deepawali) / Naraka Chaturdasi | M | M | M |
| December | 25-Dec-25 | Thursday | Christmas | M | M | M |

Regional Holidays

| Month | Date | Day | Festival | North | South | West |
|----------|-----------|-----------|--|-------|-------|------|
| January | 14-Jan-25 | Tuesday | Makar Sankranti / Magha Bihu / Pongal / Hazarat Ali's Birthday | | R | |
| March | 13-Mar-25 | Thursday | Holika Dahana | R | | |
| May | 01-May-25 | Thursday | Maharashtra Day / May Day / Labour Day | | R | R |
| August | 27-Aug-25 | Wednesday | Ganesh Chaturthi / Vinayaka Chaturthi / Varasiddhi Vinayaka Vrata | R | R | R |
| November | 05-Nov-25 | Wednesday | Guru Nanak Jayanti | R | | R |

Note : Please contact at hr@4by4advisory for any queries.

Floater Holidays

| Month | Date | Day | Festival | North | South | West |
|-----------|-----------|-----------|---|-------|-------|------|
| February | 19-Feb-25 | Wednesday | Chhatrapati Shivaji Maharaj Jayanti | | | F |
| April | 14-Apr-25 | Monday | Meshadi (Tamil New Year's Day) Dr. Babasaheb Ambedkar Jayanti | | F | F |
| | 30-Apr-25 | Wednesday | Basava Jayanthi/Akshaya Tritiya | | F | |
| September | 05-Sep-25 | Friday | Milad-un-Nabi or Id-e-Milad (Birthday of Prophet Mohammad) Onam | | F | |
| | 30-Sep-25 | Tuesday | Dussehra (Maha Ashtami) | F | F | F |
| October | 01-Oct-25 | Wednesday | Dussehra (Maha Navmi) Mahanavami/Ayudhapooja, Vijayadasami | F | F | F |
| | 07-Oct-25 | Tuesday | Maharishi Valmiki's Birthday | | F | |
| | 10-Oct-25 | Friday | Karaka Chaturthi (Karva Chouth) | F | | |
| | 22-Oct-25 | Wednesday | Govardhan Puja | F | F | F |
| | 23-Oct-25 | Thursday | Bhai Duj | F | F | F |
| | 28-Oct-25 | Tuesday | Pratihara Sashthi or Surya Sashthi (Chhat Puja) | F | | |
| December | 31-Dec-25 | Wednesday | New Year's Eve | F | F | F |

Note : Please contact at hr@4by4advisory for any queries.

Notes:

No. of Mandatory & Regional Holidays Granted during the Calendar Year 2025

The below table summarizes the Holidays (both Mandatory and Regional Holidays) that are available to all the Employees / Interns during the Calendar Year 2025.

| Category of Leaves | North Noida Office | South Bangalore Office | West Mumbai Office |
|---|--------------------|------------------------|--------------------|
| Mandatory Holidays | 8 | 8 | 8 |
| Regional Holidays | 3 | 3 | 3 |
| Total Holidays granted to Employees / Interns in the said Office / Location | 11 | 11 | 11 |

No. of Flexi Leaves / Holidays available in the Pool during the Calendar Year 2025

The below table summarizes the total Pool of Flexi Holidays that are available during the Calendar Year 2025 and the Employees / Interns are also allowed to include his / her Marriage Anniversary Date in the said pool of Flexi Holiday. Accordingly, the Employees / Interns can avail up to 4 Flexi Leaves from the said Pool of Flexi Holidays (including his / her Marriage Anniversary Date) in a Calendar Year and these 4 Flexi Leaves has to be mandatorily availed from the said Pool as is applicable to their respective Office / Location Plus his / her Anniversary Date.

| Category of Leaves | North Noida Office | South Bangalore Office | West Mumbai Office |
|--|--------------------|------------------------|--------------------|
| Flexi / Floater Holidays | 7 | 9 | 7 |
| Total Flexible / Floater Holidays available in the Pool for the said Office / Location | 7 | 9 | 7 |

Note:

- The 4 Flexi Leaves needs to be availed from their respective allocated / tagged Office / Location Leave Pool. One is not allowed to select any Flexi Leave from the pool available for another Office / Location. In case you are deputed from your Home Office / Location to another Office / Location during the said Calendar Year, the Flexi Leave from the deputed Office / Location will be applicable to you.
- In total an Employee / Intern is entitled to a max of 4 Flexi Leave in a Calendar Year. In case an Employee / Intern avails of Flexi Leave in his / her Home Office / Location and is then deputed to another Office / Location in the said Calendar Year, he / she can avail of only the balance of total of 4 Flexi Leaves available to the credit of the said Employee / Intern.