

## **Holiday Calendar 2026**

### **Objective:**

The objective of Holiday Calendar 2026 is to establish a clear, uniform, and legally compliant framework for declaring and administering company holidays across all business units and locations. **This is for the period January 1, 2026 to Dec 31, 2026.**

### **Scope:**

- This policy applies to all on-rolls, retainers, and other eligible contractual employees across Corporate Office (Bengaluru), Regional Offices and On-rolls Warehouse employees only.
- Local statutory requirements and region-specific cultural or festival observances will be duly considered and incorporated into the annual holiday calendar.

### **Policy Overview:**

Employees are eligible 12 Holidays during the year, split across the following:

- a) 10 Mandatory Holidays (Refer Annexure: I for list of Mandated Holidays)**
- b) 2 Optional Holidays (Refer Annexure: II for list of Optional Holidays)**

### **Operating Procedure:**

- The specified holidays are valid for the period of 1<sup>st</sup> January, 2026 to 31<sup>st</sup> December, 2026 (inclusive of both dates).
- Regional offices holidays are designed basis the applicability of State Compliance.
- Selections for 2 Optional Holidays must be submitted via PACE portal by the stipulated deadline to facilitate scheduling. Process detailed in Annexure II.
- Optional holidays has to be mandatorily approved by your immediate reporting manager in the PACE portal.

**Annexure: I | Mandated Holiday List 2026:**

Date	Day	Festival / Occassion	Corporate Office/ South/ North/ West	East	Warehouse - South	Warehouse - North
15-Jan-26	Thursday	Makara Sankranti Festival / Pongal	Holiday	x	Holiday	x
26-Jan-26	Monday	Republic Day (Mandatory)	Holiday	Holiday	Holiday	Holiday
03-Mar-26	Tuesday	Holi/Doljatra	x	x	x	Holiday
03-Apr-26	Friday	Good Friday	Holiday	Holiday	x	x
01-May-26	Friday	May day (Mandatory)	Holiday	Holiday	Holiday	Holiday
27-May-26	Wednesday	Bakrid	Holiday	Holiday	Holiday	Holiday
15-Aug-26	Saturday	Independence Day (Mandatory)	Holiday	Holiday	Holiday	Holiday
14-Sep-26	Monday	Ganesha Puja/ Vinayaka Chaturthi	Holiday	Holiday	Holiday	Holiday
02-Oct-26	Friday	Gandhi Jayanthi (Mandatory)	Holiday	Holiday	Holiday	Holiday
20-Oct-26	Tuesday	Mahanavami, Ayudhapooja/Dussehra	Holiday	Holiday	Holiday	Holiday
10-Nov-26	Tuesday	Diwali	Holiday	Holiday	Holiday	Holiday
25-Dec-26	Friday	Christmas	Holiday	Holiday	Holiday	Holiday
23-Jan-26	Friday	Subas Chandra Bose Jayanthi (Mandatory)	x	Holiday	x	x

\* Independence Day falls on a Saturday, which is a default holiday in Corporate and Regional offices.

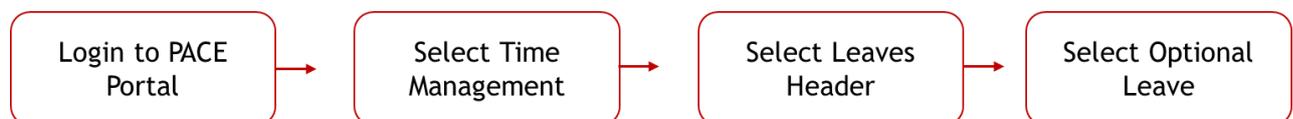
\* South Includes the states of Karnataka, Tamilnadu, Kerala, Telangana and Andhra Pradesh.

**Please refer next page for Annexure II (List of Optional Holidays)**

**Annexure: II | Optional Holiday List**

Employees may avail any 2 Optional Holidays during the Year from the below list.

Optional Holiday List – 2026		
Date	Day	Festival / Occassion
01-Jan-26	Thursday	New Year
03-Mar-26	Tuesday	Holi/Doljatra
19-Mar-26	Thursday	Ugadi Festival/Telugu New Year's Day
20-Mar-26	Friday	Id ul Fitr (Ramzan)
27-Mar-26	Friday	Shree Rama Navami
14-Apr-26	Tuesday	Dr. BR. Ambedkar Jayanthi/ Vishu/ Tamil New Year's day
15-Apr-26	Wednesday	Vishu / Bengali New Year
26-Jun-26	Friday	Muhharram
26-Aug-26	Wednesday	Thiruvonam/Milad-un-nabi
28-Aug-26	Friday	Raksha Bandhan
04-Sep-26	Friday	Janmasthami/ Krishna Jayanthi
19-Oct-26	Monday	Durga Pooja / Maha Astami
21-Oct-26	Wednesday	Viiayadasami/ Durga Puja / Dasami
11-Nov-26	Wednesday	Bhai Dooj
24-Nov-26	Tuesday	Guru Nanak's Birthday

**Optional Leave Process Flow:**

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