

**WORLD CONCERN (BANGLADESH)
HOLIDAY LIST - 2024**

01. Government Holidays

Holiday Name	Date	Day	No. of Days
Shaheed Day (I.M.LD.)	21 February	Wednesday	1 Day
*Shab-e-Barat	26 February	Monday	1 Day
Birthday of the Father of the Nation & Children's Day	17 March	Sunday	1 Day
Independence Day	26 March	Tuesday	1 Day
*Eid-ul-Fitre	9-11 April	Tuesday - Thursday	3 Days
Bengali New Year	14 April	Sunday	1 Day
May Day	1 May	Wednesday	1 Day
*Budda Purnima	22 May	Wednesday	1 Day
*Eid-ul-Azha	16-18 June	Sunday - Tuesday	3 Days
National Mourning Day	15 August	Thursday	1 Day
Shuvo Janmastami	26 August	Monday	1 Day
*Eid-e-Milad-un Nabi	16 September	Sunday	1 Day
Durga Puja	13 October	Sunday	1 Day
Victory Day	16 December	Monday	1 Day
Christmas Holiday	25 December	Wednesday	1 Day

02. World Concern's Holidays

New Year's Day	1 January	Tuesday	1 Day
Easter Sunday	31 March	Sunday	1 Day
Easter Monday	1 April	Monday	1 Day
Christmas Holiday	26 December	Tuesday	1 Day
Total			23 days

[Note: 1) Friday & Saturday are weekend days for Country Office in WCB, 2) * Some Holidays may be subject to change on the basis of appearance of the Moon, and 3) Govt. declared 22 days Govt. holidays approved by Regular Cabinet Meeting on 23 October 2023]

Juliet Gomes 14/12/2023

Juliet Gomes
Human Resources Coordinator
World Concern (Bangladesh)

Gragory Das 14.12.23

Glorious Gragory Das
Country Director
World Concern (Bangladesh)

Relevant briefing:

01. **Annual Leave:** 20 working days per calendar year after planning and 15 days prior approval. More than 5 consecutive Annual Leave (6 days for Programs) may not be allowed at a time for the benefit of the program.
02. **Sick Leave:** 10 working days per calendar year for actual sickness. More than 2 consecutive days' Sick Leave must be supported by medical certificate from a Medical Doctor.
03. **Emergency/Casual Leave:** 5 days Emergency Leave per calendar year. Not more than 2 days of emergency Leave will be granted at a time in conjunction with Annual Leave. Approval for emergency Leave must be obtained before availing leave; otherwise, it will be treated as leave without pay.
04. **Maternity Leave:** 90 days straight with pay for up to 2 living children (for only married female confirmed employees) will be granted by the authority.
05. **Paternity Leave:** 05 days straight with pay for up to 2 living children (for only married male confirmed employees) will be granted by the authority.
06. **Study Leave:** 10 working days annually may be granted for study purpose approved by the authority.
07. **Get Together/Christmas Program:** All staff of World Concern will attend the Christmas program/Get-together Program.
08. Staff of all programs will apply for leave with a pre-plan and arrangement, so that program can run smoothly. More than one staff should not leave from the same section.
09. CEPSE, FDCS etc. education programs: Teachers of school programs will avail as per the separate leave lists approved by the authority.
10. No leave will be allowed in lieu of work on holidays or weekends.
11. Some Holidays may be subject to change on the basis of appearance of the Moon.

Juliet Gomes 14/12/2023
Juliet Gomes
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[Signature]
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