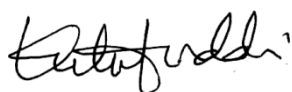




ACADEMIA
School Calendar (July 2018 – June 2019)

| Date | Day | Holidays | School Re-open |
|---|---------------------|---|--------------------|
| 15 th Aug | Wednesday | National Mourning day | Thursday 16-8-18 |
| *17 th Aug to 25 th Aug | Friday to Saturday | Eid-ul-Azha | Sunday 26-8-18 |
| *2 nd Sep | Sunday | Janmostami | Monday 3-9-18 |
| *21 st Sep | Friday | Ashura | Sunday 23-9-18 |
| 19 th Oct and 20 th Oct | Friday and Saturday | Durga Puja | Sunday 21-10-18 |
| *21 st Nov | Wednesday | Eid-E-Miladunnabi | Thursday 22-11-18 |
| 16 th Dec | Sunday | Victory Day | Monday 17-12-18 |
| 25 th Dec | Tuesday | Christmas Day | Wednesday 26-12-18 |
| 21 st Feb | Thursday | International Mothers Language Day | Thursday 22-02-19 |
| 17 th March | Sunday | Birthday of the father of the Nation, Banghabandhu Sheikh Mujibur Rahman | Monday 18-03-19 |
| 26 th March | Tuesday | Independence Day | Wednesday 27-3-19 |
| 7 th April | Sunday | Easter Sunday | Monday 8-4-19 |
| *12 th April to 14 th April | Friday to Sunday | Shab E Meraj, Pohela Boishakh | Monday 15-04-19 |
| *21 st April | Sunday | Shab-E-Barat | Monday 22-04-19 |
| 1 st May | Wednesday | May Day | Thursday 02-05-19 |
| *4 th June to 10 th June | Tuesday to Monday | Summer Holidays, Buddha Purnima, Shob-E-Quadar, Eid-ul-Fitre holidays | Tuesday 11-06-19 |


Management

**Depends on the moon sighting*

Date: 23/06/2018



Office Timing, Holidays and Leave

For: Admin, PRO (Parent Relationship Officer), PS, Account, Computer Operator, IT Administrator, logistics, HR, Engineer, Technician, Drivers, Supporting Staff.

Effective From: 01/07/2015

Working days: Saturday to Thursday (6 days a week)

Regular office time:

when school is open: 8 am to 3 pm

when school is not open: 9 am to 3 pm

Saturday: 9am to 2pm (if school is open then: 8 am to 3 pm)

During Ramadan: 9am to 2pm (When school is closed otherwise as per management decision)

Holidays with pay (optional): 15days (July to December 8days, January to June 7days)

Maternity Leave: Two months with pays (one month while going on leave and one month after joining), without pay one can take up to six months as maternity leave. To enjoy this leave an employee should have minimum two year active service in this institution/organization.

Eid Holiday: 6 days for Eidul fitre and 6 days for Eidul Azaha and other occasion according to the Government holiday list.

Special Events: You need to come on special events like Pahela Boishak, Ekushey February, Annual Picnic, Annual Sports, Admission fair, Registration, Parents meeting, Result day as normal time.

In addition to the Eid holidays an employee can apply for 3 days optional leave, if circumstances permit the management can grant such optional leave. Before going on leave the employee should discuss with management so that there is no major problems during his/her absence.

N.B.: Peons and sisters will take their leave with the permission of Admin / Accounts officer of respective campuses.

Managing Director