Attendo

CHECKLIST

Festive Staffing Checklist

Staffing Diwali 2026 from planning cover to releasing temporary staff: hours, rest, women's shifts, festival pay and paying everyone on time.

Updated October 2026 8 Pages

What's Inside

01 Plan the cover

02 Hire temporary and contract staff

03 Roster hours and rest

04 Diwali day itself

05 Pay everyone on time

06 After the season

48
Hours a week
Central rule 64; check your State

6
Days a week
OSH Code s.26(1)

17-Oct
Notice of change
Twenty-one days before 08-Nov-2026

01 Plan the cover

Four weeks out

Diwali falls on Sunday, 08-Nov-2026. A factory runs its line, a hospital its wards, a store its longest trading week and a restaurant its banquets. Start with who you need, day by day.

- [ ] **List each day from 02-Nov to 15-Nov and the cover you need on it**
  Practice. Mark the days staff will ask off.

- [ ] **Settle your Diwali holiday list under your State's law**
  Diwali is a holiday because it is on your festival list. Karnataka, Tamil Nadu and Maharashtra each choose festivals differently.

- [ ] **If shifts, hours or holidays change from last year, give notice twenty-one days before**
  For a change from 08-Nov-2026, by 17-Oct-2026. Workers only; not needed for a change under a settlement.
  IR Code s.40, Third Schedule

- [ ] **Decide the Sunday question: a substitute day for Diwali, or not**
  Say it in the notice. Day-rated staff in Karnataka and Tamil Nadu are owed holiday wages where Diwali is on the statutory list.

02 Hire temporary and contract staff

Before their first day

Festive hires are employees from day one, with the same minimum wage and papers as anyone else.

- [ ] **Issue an appointment letter to every new employee**
  An establishment of ten or more workers, under the OSH Code.
  OSH Code s.6(1)(f), s.2(1)(v)

- [ ] **Pay at least the minimum wage for the role from day one**
  Code on Wages s.5

- [ ] **Agree the end date in writing**
  Practice. A fixed term needs a written contract for a fixed period.

- [ ] **If you use contractors, check whether the contract labour rules apply**
  Fifty or more contract labour on any day in the last twelve months, unless the work is only intermittent or casual.
  OSH Code s.45

- [ ] **Get each contractor's proof that wages and bonus are paid**
  If a contractor fails, the proprietor is responsible.
  Code on Wages s.43, proviso

03 Roster hours and rest

The limits that bite in a festive week

These are the Code and Central rule figures. A Maharashtra shop works nine hours a day; check your State's.

- [ ] **No one over eight hours a day**
  Nine in a Maharashtra shop.
  OSH Code s.25(1)(a); Maharashtra Act s.12

- [ ] **No one over forty-eight hours a week**
  OSH (Central) Rules rule 64

- [ ] **No one working seven days in a week**
  If someone works their weekly off, move it within the week.
  OSH Code s.26(1)

- [ ] **Overtime only with the worker's consent, at twice the rate**
  OSH Code s.27; rule 69

- [ ] **Women before 6 a.m. or after 7 p.m. only with written consent and transport home**
  In a Maharashtra shop, outside 7 a.m. to 9.30 p.m.
  OSH Code s.43; rule 83; Maharashtra Act s.13(2)

04 Diwali day itself

Who works, and what they get

Pay for working a festival holiday is State law. No single rate applies to all of India.

- [ ] **Tell each person who works Diwali in writing**
  Tamil Nadu: at least 24 hours before, with a copy to the Labour Inspector.
- [ ] **Pay what your State gives for the day**
  Karnataka and Tamil Nadu: twice the wages, or the day's wages and a substituted holiday, at the employee's choice.
  Maharashtra: double the daily average wages and a day off, both.
- [ ] **Record any substituted day off**
  Tamil Nadu: within three days before or after.

> **Check the law that applies to you**
>
> Hours, overtime and holiday pay differ by State and by kind of establishment, and the three States here are the ones read for this checklist. Managers are outside all three holiday Acts.

05 Pay everyone on time

Wages, overtime, bonus, advances

The festive month is when payroll is most likely to slip.

- [ ] **Pay monthly wages before the seventh of the next month**
  Daily-paid at the end of the shift; weekly before the weekly holiday.
  Code on Wages s.17(1)

- [ ] **Pay overtime with the wage period it was worked in**
  OSH (Central) Rules rule 69(1)

- [ ] **Credit the 2025-26 bonus to bank accounts by 30-Nov-2026**
  Code on Wages s.39(1)

- [ ] **Keep festival advance instalments inside half the month's wages**
  Code on Wages s.18(3); rule 19

06 After the season

Releasing temporary staff

The last step is the one most often rushed.

- [ ] **Pay a leaver's wages within two working days**
  Section 17(2) names resignation, removal, dismissal, retrenchment and closure. It does not name a fixed term ending, which the IR Code keeps out of retrenchment; two days meets either reading.
  Code on Wages s.17(2); IR Code s.2(zh)(iv)

- [ ] **Recover any advance only within the fifty per cent limit**
  Settle a balance beyond it with the employee.
  Code on Wages s.18(3)

- [ ] **Note who qualifies for next year's bonus**
  Thirty days' work in the accounting year is the test.
  Code on Wages s.26(1)

- [ ] **Give a relieving letter on request**
  Practice.

Attendo

Provided by Attendo for general guidance, not legal advice, reviewed 07-Oct-2026. Read at source: the OSH Code, 2020, the Code on Wages, 2019, the Industrial Relations Code, 2020, the OSH (Central) Rules, 2026 (G.S.R. 345(E)), the Code on Wages (Central) Rules, 2026 (G.S.R. 343(E)) and the Karnataka, Tamil Nadu and Maharashtra Acts. Central rules bind the Central sphere; your State's rules may differ.

attendohr.com

Attendo

ATTENDO

One roster for every branch, *every holiday list*

Attendo builds rosters for the whole team, assigns each branch its State's holiday list, and calculates overtime from the punches.

Book a Free Demo

Call +91 72280 34343