

TIC December 2018 Duty Roster

December 2018							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
						1 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (9:00 -14:00)	Gaya:n/a Ros: n/a Shirley :n/a Linda:Sat	Gaya = 8 hrs Ros: 5 hrs Shirley = 8 hrs LindaW = 0 hrs
2 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda	3 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00)	4 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(10:00-15:00)	5 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Ros (9:00-14:00) Linda(11:00-16:00)	6 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00)	7 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00)	8 (8hrs 08:30 - 17:30) Gayathiri Ros (9:00 -14:00) Linda(10.00-15.00)	Gaya:Thurs,Fri Ros: Mon,Tues Shirley :Mon,Sat Linda:Thurs,Fri	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs
9 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	10 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(11:00-16:00)	11 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(10:00-15:00)	12 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00)	13 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00)	14 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Linda(11:00-16:00)	15 (5hrs 09:00 - 14:00) Ros Linda *Staff Outing	Gaya:Wed Ros: Mon,Tues Shirley :Fri,Sat Linda:Sun,Thurs	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs
16 (5hrs) 08:30 - 13:30 Ros Linda	17 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00)	18 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Linda(10:00-15:00)	19 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Ros (9:00-14:00) Linda(11:00-16:00)	20 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Ros (9:00-14:00) Linda(11:00-16:00)	21 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Ros (9:00-14:00)	22 (8hrs 08:30 - 17:30) Shirley Ros (9:00 -14:00)	Gaya:Sun,Sat Ros: Mon,Tues Shirley :Sun,Mon LindaW:Fri,Sat	Gaya = 40 hrs Ros: 25 hrs Shirley = 40 hrs LindaW = 25 hrs
23 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	24 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00)	25 <i>TIC Closed</i> *Christmas	26 (8hrs) 08:30 -17:30 Shirley Ros (RL) Linda(11:00-16:00)	27 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Ros (9:00-14:00) Linda(11:00-16:00)	28 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Linda(11:00-16:00)	29 (8hrs 08:30 - 17:30) Shirley Ros (9:00 -14:00)	Gaya:Wed,Sat Ros: Mon,Tues Shirley :Mon,Fri LindaW:Sun,Sat	Gaya = 29 hrs Ros: 20 hrs Shirley = 29hrs LindaW = 20 hrs
30 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda	31 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00)	Staff total Working hours: Gayathiri= 156 hrs Shirley= 164 hrs Ros= 105 hrs LindaW= 105 hrs					Gaya:Mon Ros: Mon Shirley :n/a LindaW:n/a	Gaya = 5 hrs Ros: 5 hrs Shirley = 13hrs LindaW = 10 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Evelyn Toh

Ooi Chok Yan

Linda Wong

Shirley

Ros

1) Our company observes the 10 days of public holidays as follows:

- New Year's Day	1 January 2018
- Chinese New Year (2 days)	16 February & 17 February 2018
- Labor Day	1 May 2018
- Hari Raya Puasa (2 days)	15 & 16 June 2018
- Penang Governor's Birthday	14 July 2018
- National Day	31 August 2018
- Yang Di-Pertuan Agong's Birthday	9 September 2018
- Malaysia Day	16 September 2018
- Deepavali	6 November 2018
- Christmas	25 December 2018

2) Staff are to be on staggered lunch

3) TIC working hours:

Monday to Friday	08:30 - 17:30
Saturday	08:30 - 17:30
Sunday & Certain Public Holiday	08:30 - 13:30

4) At any one time, there should be at least one staff at the TIC

5) Should medical or emergency leave be needed, it should be advised as early as possible to avoid the TIC being understaffed.