

TIC January 2018 Duty Roster

January 2018							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	1 TIC Closed <i>* New Year</i>	2 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) LindaW10:00-15:0	3 (8hrs) 08:30 -17:30 Gayathiri Izzaty Ros (RL)	4 (8hrs) 08:30 -17:30 Gayathiri Izzaty Ros (9:00-14:00)	5 (8hrs) 08:30 -17:30 Shirley Izzaty LindaW11:00-16:0 Ros (9:00-14:00)	6 (8hrs 08:30 - 17:30 Shirley Izzaty LindaW 10.00-3,00 Ros (9:00 -14:00)	Gaya: Fri,Sat Ros: Mon,Tues Shirley : Wed,Thurs LindaW:Wed,Thurs Izzaty:Tues	Gaya = 24 hrs Ros: 15 hrs Shirley = 24 hrs LindaW = 15 hrs Izzaty = 32 hrs
7 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	8 (8hrs) 08:30 -17:30 Gayathiri Shirley LindaW11:00-16:0	9 (8hrs) 08:30 -17:30 Gayathiri Shirley Izzaty LindaW11:00-16:0	10 (8hrs) 08:30 -17:30 Shirley Izzaty LindaW11:00-16:0 Ros (9:00-14:00)	11 (8hrs) 08:30 -17:30 Shirley Izzaty LindaW11:00-16:0 Ros (9:00-14:00)	12 (8hrs) 08:30 -17:30 Gayathiri Izzaty LindaW11:00-16:0 Ros (9:00-14:00)	13 (8hrs 08:30 - 17:30 Gayathiri Izzaty Ros (9:00 -14:00)	Gaya: Wed,Thurs Ros: Mon,Tues Shirley : Fri,Sat LindaW:Sun,Sat Izzaty:Sun,Mon	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs Izzaty = 40 hrs
14 (5hrs) 08:30 - 13:30 Gayathiri Shirley Izzaty (AL) Ros	15 (8hrs) 08:30 -17:30 Gayathiri Izzaty LindaW11:00-16:0	16 (8hrs) 08:30 -17:30 Gayathiri Izzaty LindaW11:00-16:0	17 (8hrs) 08:30 -17:30 Shirley Izzaty (AL) LindaW11:00-16:0 Ros (9:00-14:00)	18 (8hrs) 08:30 -17:30 Shirley Izzaty LindaW11:00-16:0 Ros (9:00-14:00)	19 (8hrs) 08:30 -17:30 Gayathiri Shirley LindaW11:00-16:0 Ros (9:00-14:00)	20 (8hrs 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00)	Gaya: Wed,Thurs Ros: Mon,Tues Shirley : Mon,Tues LindaW:Sun,Sat Izzaty:Fri,Sat	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs Izzaty = 37 hrs
21 (5hrs) 08:30 - 13:30 Gayathiri LindaW Ros	22 (8hrs) 08:30 -17:30 Gayathiri Izzaty LindaW11:00-16:0	23 (8hrs) 08:30 -17:30 Gayathiri Shirley Izzaty (AL) LindaW11:00-16:0	24 (8hrs) 08:30 -17:30 Shirley Izzaty (AL) LindaW11:00-16:0 Ros (9:00-14:00)	25 (8hrs) 08:30 -17:30 Shirley Izzaty Ros (9:00-14:00)	26 (8hrs) 08:30 -17:30 Gayathiri Shirley Izzaty (AL) Ros (9:00-14:00)	27 (8hrs 08:30 - 17:30 Gayathiri Shirley LindaW 10.00-3,00 Ros (9:00 -14:00)	Gaya: Wed,Thurs Ros: Mon,Tues Shirley : Sun,Mon LindaW:Thurs,Fri Izzaty:Sun,Sat	Gaya = 37 hrs Ros: 25 hrs Shirley = 40 hrs LindaW = 25 hrs Izzaty = 40 hrs
28 (5hrs) 08:30 - 13:30 Gayathiri LindaW Ros	29 (8hrs) 08:30 -17:30 Gayathiri Shirley LindaW11:00-16:0	30 (8hrs) 08:30 -17:30 Izzaty Shirley LindaW11:00-16:0	31 (5hrs) 08:30 -13:30 Izzaty LindaW Ros <i>* Thaipusam</i>	Staff total Working hours: Gaya= 148 hrs LindaW= 110 hrs Ros= 100 hrs Shirley= 154 hrs Izzaty = 162 hrs			Gaya:Tues,Wed Ros: Mon,Tues Shirley :Sun,Wed LindaW:n/a Izzaty:Sun,Mon	Gaya = 13 hrs Ros: 10 hrs Shirley = 16 hrs LindaW = 20 hrs Izzaty = 13 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Evelyn Toh

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Linda Wong

Izzaty

Ros

Shirley

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.

