

TIC January 2018 Duty Roster

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

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Evelyn Toh

Ooi Chok Yan

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.



