

TIC July 2018 Duty Roster

July 2018							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
1 (5hrs) 08:30 - 13:30 Gayathiri Ros Linda	2 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Joanne	3 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Joanne Malathi	4 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00) Joanne Malathi	5 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Malathi Joanne	6 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Malathi Joanne	7 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda Malathi <i>*UNESCO World Heritage Day</i>	Gaya:Wed,Thurs Ros: Mon,Tues Shirley :Sun,Mon LindaW:Thurs,Fri Malathi: Sun,Mon Joanne :Sun,Sat	Gaya = 34 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs Malathi = 37 hrs Joanne = 40 hrs
8 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda	9 (8hrs) 08:30 -17:30 Gayathiri Joanne Shirley Linda(11:00-16:00)	10 (8hrs) 08:30 -17:30 Shirley Joanne Linda(11:00-16:00) Malathi	11 (8hrs) 08:30 -17:30 Shirley Joanne Ros (AL) Linda(11:00-16:00) Malathi	12 (8hrs) 08:30 -17:30 Gayathiri Joanne Ros (AL) Malathi	13 (8hrs) 08:30 -17:30 Gayathiri Joanne Ros (AL) Malathi	14 <i>TIC CLOSED</i> <i>* Birthday of H.E The Yang di -Pertua Negeri Pulau Pinang</i>	Gaya: Tues,Wed Ros: Mon,Tues Shirley :Thurs,Fri Joanne :Sun,Sat LindaW:Thurs,Fri Malathi: Sun,Mon	Gaya = 29 hrs Ros: 20 hrs Shirley = 29 hrs Joanne = 40 hrs LindaW = 20 hrs Malathi = 32 hrs
15 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros (AL) Malathi	16 (8hrs) 08:30 -17:30 Gayathiri Joanne Shirley Linda(11:00-16:00)	17 (8hrs) 08:30 -17:30 Gayathiri Joanne Shirley Linda(11:00-16:00)	18 (8hrs) 08:30 -17:30 Shirley Joanne Ros (AL) Linda(11:00-16:00) Malathi	19 (8hrs) 08:30 -17:30 Shirley Joanne Ros (9:00-14:00) Linda(11:00-16:00) Malathi	20 (8hrs) 08:30 -17:30 Gayathiri Joanne Ros (9:00-14:00) Linda(11:00-16:00) Malathi	21 (8hrs) 08:30 - 17:30 Gayathiri Ros (9:00 -14:00) Malathi	Gaya: Wed,Thurs Ros: Mon,Tues Shirley :Fri,Sat Joanne :Sun,Sat LindaW:Sun,Sat Malathi: Mon,Tues	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 hrs Joanne = 40 hrs LindaW = 25 hrs Malathi = 37 hrs
22 (5hrs) 08:30 - 13:30 Gayathiri Ros Malathi	23 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Malathi Joanne	24 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Malathi Joanne	25 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Ros (9:00-14:00) Joanne Linda(11:00-16:00)	26 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Ros (9:00-14:00) Joanne Linda(11:00-16:00)	27 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Ros (9:00-14:00) Joanne Linda(11:00-16:00) Malathi	28 (8hrs) 08:30 - 17:30 Shirley Ros (9:00 -14:00) Malathi	Gaya: Tues,Sat Malathi: Wed,Thurs Shirley : Sun,Mon LindaW:Sun,Sat Ros: Mon,Tues Joanne :Sun,Sat	Gaya = 37 hrs Malathi = 37 hrs Shirley = 40 hrs LindaW = 25 hrs Ros: 25 hrs Joanne = 40 hrs
29 (5hrs) 08:30 - 13:30 Ros Malathi	30 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Malathi	31 (8hrs) 08:30 -17:30 Shirley Joanne Linda(11:00-16:00) Malathi	Staff total Working hours: Gayathiri= 145 hrs Shirley= 151 hrs Ros= 100 hrs LindaW= 105 hrs Malathi = 164 hours Joanne= 176 hrs				Gaya: Sun,Tues Ros: Mon,Tues Shirley :Sun,Mon LindaW:Sun Malathi: n/a Joanne :Sun	Gaya = 8 hrs Ros: 5 hrs Shirley = 8 hrs LindaW = 10 hrs Malathi = 21 hrs Joanne = 16 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Evelyn Toh

Ooi Chok Yan

Linda Wong

Shirley

Joanne

Ros

Malathi

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.