

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 Malathi	2 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Malathi	3 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00)	4 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00)	5 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Malathi	6 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Malathi	7 (8hrs) 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: Tues,Wed	Gaya = 34 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs Malathi = 34 hrs
8 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda	9 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00)	10 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Malathi	11 (8hrs) 08:30 -17:30 Shirley Ros (AL) Linda(11:00-16:00) Malathi	12 (8hrs) 08:30 -17:30 Gayathiri Ros (AL) Malathi	13 (8hrs) 08:30 -17:30 Gayathiri 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 LindaW:Thurs,Fri Malathi: Sun,Mon	Gaya = 29 hrs Ros: 20 hrs Shirley = 29 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 Shirley Linda(11:00-16:00)	17 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00)	18 (8hrs) 08:30 -17:30 Shirley Ros (AL) Linda(11:00-16:00) Malathi	19 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00) Malathi	20 (8hrs) 08:30 -17:30 Gayathiri 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 LindaW:Sun,Sat Malathi: Mon,Tues	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 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	24 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Malathi	25 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Ros (9:00-14:00) Linda(11:00-16:00)	26 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Ros (9:00-14:00) Linda(11:00-16:00)	27 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Ros (9:00-14:00) 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	Gaya = 37 hrs Malathi = 37 hrs Shirley = 40 hrs LindaW = 25 hrs Ros: 25 hrs
29 (5hrs) 08:30 - 13:30 Ros Malathi	30 (8hrs) 08:30 -17:30 Gayathiri Malathi Linda(11:00-16:00)	31 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Malathi	Staff total Working hours: Gayathiri= 145 hrs Shirley= 151 hrs Ros= 100 hrs LindaW= 105 hrs Malathi = 149 hours				Gaya: Sun,Tues Ros: Mon,Tues Shirley :Sun,Mon LindaW:Sun Malathi: n/a	Gaya = 8 hrs Ros: 5 hrs Shirley = 8 hrs LindaW = 10 hrs Malathi = 21 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Evelyn Toh

Ooi Chok Yan

Linda Wong

Shirley

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.