

TIC March 2018 Duty Roster

March 2018							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Staff total Working hours: Gaya= 178 hrs LindaW= 105 hrs Ros= 65 hrs Shirley= 159 hrs Malathi = 178 hours				1 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley LindaW11:00-16:0 Malathi Ros (9:00-14:00)	2 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Malathi	3 (8hrs 08:30 - 17:30 Gayathiri Ros (9:00 -14:00) Malathi	Gaya: N/A Ros: N/A Shirley : Fri,Sat LindaW: Fri,Sat Malathi: N/A	Gaya = 24 hrs Ros: 15 hrs Shirley = 8 hrs LindaW = 5 hrs Malathi = 24 hrs
4 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	5 (8hrs) 08:30 -17:30 Gayathiri Shirley LindaW11:00-16:0	6 (8hrs) 08:30 -17:30 Gayathiri Shirley LindaW11:00-16:0 Malathi	7 (8hrs) 08:30 -17:30 Shirley LindaW11:00-16:0 Ros (9:00-14:00) Malathi	8 (8hrs) 08:30 -17:30 Shirley LindaW11:00-16:0 Ros (9:00-14:00) Malathi	9 (8hrs) 08:30 -17:30 Gayathiri LindaW11:00-16:0 Ros (9:00-14:00) Malathi	10 (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:Sun, Mon	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs Malathi = 40 hrs
11 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	12 (8hrs) 08:30 -17:30 Gayathiri LindaW11:00-16:0 Malathi	13 (8hrs) 08:30 -17:30 Gayathiri LindaW11:00-16:0 Malathi	14 (8hrs) 08:30 -17:30 Shirley LindaW11:00-16:0 Ros (9:00-14:00) Malathi	15 (8hrs) 08:30 -17:30 Shirley LindaW11:00-16:0 Ros (9:00-14:00) Malathi	16 (8hrs) 08:30 -17:30 Gayathiri Shirley LindaW11:00-16:0 Ros (9:00-14:00)	17 (8hrs 08:30 - 17:30 Gayathiri Shirley Malathi	Gaya: Wed,Thurs Ros: Mon,Tues Shirley : Mon,Tues LindaW:Sun,Sat Malathi: Sun,Fri	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs Malathi = 40 hrs
18 (5hrs) 08:30 - 13:30 LindaW Malathi	19 (8hrs) 08:30 -17:30 Gayathiri LindaW11:00-16:0	20 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley LindaW11:00-16:0 Malathi	21 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Malathi	22 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley LindaW11:00-16:0 Malathi	23 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Malathi	24 (8hrs 08:30 - 17:30 Shirley LindaW 10.00-3,00	Gaya: Sun,Sat Malathi: Mon,Sat Shirley : Sun,Mon LindaW:Wed,Fri	Gaya = 40 hrs Malathi = 37 hrs Shirley = 40 hrs LindaW = 25 hrs
25 (5hrs) 08:30 - 13:30 Shirley LindaW Malathi	26 (8hrs) 08:30 -17:30 Gayathiri LindaW11:00-16:0 Malathi	27 (8hrs) 08:30 -17:30 Gayathiri LindaW11:00-16:0 Malathi	28 (8hrs) 08:30 -17:30 Shirley LindaW11:00-16:0 Malathi	29 (8hrs) 08:30 -17:30 Gayathiri Shirley LindaW11:00-16:0 Malathi	30 (8hrs) 08:30 -17:30 Gayathiri Shirley	31 (8hrs 08:30 - 17:30 Gayathiri Shirley	Gaya:Sun,Wed Malathi: Fri,Sat Shirley :Mon,Tue LindaW:Fri,Sat	Gaya = 40 hrs Malathi = 37 hrs Shirley = 37 hrs LindaW = 25 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.

