

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= 115 hrs Shirley= 159 hrs				1 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley LindaW11:00-16:0 Ros (9:00-14:00)	2 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	3 (8hrs 08:30 - 17:30 Gayathiri Ros (9:00 -14:00)	Gaya: N/A Ros: N/A Shirley : Fri,Sat LindaW: Fri,Sat	Gaya = 24 hrs Ros: 15 hrs Shirley = 8 hrs LindaW = 5 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	7 (8hrs) 08:30 -17:30 Shirley LindaW11:00-16:0 Ros (9:00-14:00)	8 (8hrs) 08:30 -17:30 Shirley LindaW11:00-16:0 Ros (9:00-14:00)	9 (8hrs) 08:30 -17:30 Gayathiri LindaW11:00-16:0 Ros (9:00-14:00)	10 (8hrs 08:30 - 17:30 Gayathiri Ros (9:00 -14:00)	Gaya: Wed,Thurs Ros: Mon,Tues Shirley : Fri,Sat LindaW:Sun,Sat	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs
11 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	12 (8hrs) 08:30 -17:30 Gayathiri LindaW11:00-16:0	13 (8hrs) 08:30 -17:30 Gayathiri LindaW11:00-16:0	14 (8hrs) 08:30 -17:30 Shirley LindaW11:00-16:0 Ros (9:00-14:00)	15 (8hrs) 08:30 -17:30 Shirley LindaW11:00-16:0 Ros (9:00-14:00)	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 Ros (9:00 -14:00)	Gaya: Wed,Thurs Ros: Mon,Tues Shirley : Mon,Tues LindaW:Sun,Sat	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs
18 (5hrs) 08:30 - 13:30 LindaW Ros	19 (8hrs) 08:30 -17:30 Gayathiri LindaW11:00-16:0	20 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley LindaW11:00-16:0	21 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Ros (9:00-14:00)	22 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley LindaW11:00-16:0 Ros (9:00-14:00)	23 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Ros (9:00-14:00)	24 (8hrs 08:30 - 17:30 Shirley LindaW 10.00-3,00 Ros (9:00 -14:00)	Gaya: Sun,Sat Ros: Mon,Tues Shirley : Sun,Mon LindaW:Wed,Fri	Gaya = 40 hrs Ros: 25 hrs Shirley = 40 hrs LindaW = 25 hrs
25 (5hrs) 08:30 - 13:30 Shirley LindaW Ros	26 (8hrs) 08:30 -17:30 Gayathiri LindaW11:00-16:0	27 (8hrs) 08:30 -17:30 Gayathiri LindaW11:00-16:0	28 (8hrs) 08:30 -17:30 Shirley LindaW11:00-16:0 Ros (9:00-14:00)	29 (8hrs) 08:30 -17:30 Gayathiri Shirley LindaW11:00-16:0 Ros (9:00-14:00)	30 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00)	31 (8hrs 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00)	Gaya:Sun,Wed Ros: Mon,Tues Shirley :Mon,Tue LindaW:Fri,Sat	Gaya = 40 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Evelyn Toh

Ooi Chok Yan

Linda Wong

Shirley

Ros

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.

