

May 2018							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
		1 TIC CLOSED <i>* Labour Day</i>	2 (8hrs) 08:30 -17:30 Shirley Malathi Ros (RL)	3 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Malathi	4 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Malathi	5 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (9:00 -14:00)	Gaya: Wed,Thurs Ros: Tues Shirley : Fri Malathi: Sat	Gaya = 16 hrs Ros: 15 hrs Shirley = 24 hrs Malathi = 24 hrs
6 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	7 (8hrs) 08:30 -17:30 Shirley Malathi	8 (8hrs) 08:30 -17:30 Shirley Malathi	9 TIC CLOSED <i>* Malaysia Polling Day</i>	10 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	11 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Malathi	12 (8hrs 08:30 - 17:30) Gayathiri Ros (9:00 -14:00) Shirley Malathi	Gaya: Mon,Tue Ros: Mon,Tues Shirley : Thurs,Fri Malathi:Sun, Thurs	Gaya = 29 hrs Ros: 20 hrs Shirley = 29 hrs Malathi = 32 hrs
13 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Malathi	14 (8hrs) 08:30 -17:30 Gayathiri Shirley Malathi	15 (8hrs) 08:30 -17:30 Gayathiri Shirley Malathi	16 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Linda(11:00-16:00) Malathi	17 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Linda(11:00-16:00)	18 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00)	19 (8hrs 08:30 - 17:30) Shirley Ros (9:00 -14:00) Malathi	Gaya: Fri,Sat Ros: Mon,Tues Shirley :Wed,Thurs LindaW:Sat Malathi: Thurs,Fri	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 15 hrs Malathi = 37 hrs
20 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Malathi	21 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Malathi	22 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Malathi	23 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00) Malathi	24 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00)	25 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00)	26 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (9:00 -14:00) Malathi	Gaya: Wed,Thurs Malathi: Thurs,Fri Shirley : Mon,Tues LindaW:Sun,Sat Ros: Mon,Tues	Gaya = 37 hrs Malathi = 37 hrs Shirley = 37 hrs LindaW = 25 hrs Ros: 25 hrs
27 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda	28 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Malathi	29 (5hrs) 08:30 -13:30 Gayathiri Malathi <i>* Wesak Day</i>	30 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Malathi	31 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00)	Staff total Working hours: Gayathiri= 137 hrs Shirley= 148 hrs Ros= 100 hrs LindaW= 55 hrs Malathi = 151 hours		Gaya: Wed,Thurs Ros: Mon,Tues Shirley : Mon,Tues LindaW:Tues,Wed Malathi: Sun,Thurs	Gaya = 18 hrs Ros: 15 hrs Shirley = 21 hrs LindaW = 15 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.