

TIC November 2018 Duty Roster

November 2018							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Staff total Working hours: Gayathiri= 145 hrs Shirley= 159 hrs Ros= 105 hrs LindaW= 105 hrs				1 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00)	2 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00)	3 (8hrs) 08:30 - 17:30 Gayathiri Shirley Linda (10.00-3.00) Ros (9:00 -14:00)	Gaya:Thurs Ros: n/a Shirley :n/a Linda:Thurs	Gaya = 16 hrs Ros: 15 hrs Shirley = 24 hrs LindaW = 10 hrs
4 (5hrs) 08:30 - 13:30 Gayathiri Linda Ros	5 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00)	6 <i>TIC Closed</i> <i>*Deepavali</i>	7 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (RL)	8 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(11:00-16:00) Ros (9:00-14:00)	9 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Ros (9:00-14:00)	10 (8hrs) 08:30 - 17:30 Gayathiri Ros (9:00 -14:00)	Gaya:Mon,Wed Ros: Mon,Tues Shirley :Sun,Sat Linda:Fri,Sat	Gaya = 29 hrs Ros: 20 hrs Shirley = 32 hrs LindaW = 20 hrs
11 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda (AL) Ros	12 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00)	13 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	14 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	15 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	16 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00)	17 (8hrs) 08:30 - 17:30 Gayathiri Shirley Linda (10.00-3.00) Ros (9:00 -14:00)	Gaya:Mon,Tues Ros: Mon,Tues Shirley :Wed,Thurs Linda:Wed,Thurs	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs
18 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	19 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00)	20 (5hrs) 08:30 -13:30 Gayathiri Linda <i>* Nabi Muhammad's Birthday</i>	21 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Linda(11:00-16:00) Ros (9:00-14:00)	22 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	23 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	24 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00)	Gaya:Thurs,Fri Ros: Mon,Tues Shirley :Mon,Tues LindaW:Sun,Sat	Gaya = 34 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs
25 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	26 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00)	27 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	28 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	29 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	30 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00)		Gaya:Wed,Thurs Ros: Mon,Tues Shirley :Mon,Tues LindaW:Sun	Gaya = 29 hrs Ros: 20 hrs Shirley = 29hrs 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.