

TIC October 2018 Duty Roster

October 2018							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	1 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00)	2 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	3 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	4 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00)	5 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00)	6 (8hrs 08:30 - 17:30 Gayathiri Shirley Linda 10.00-3,00) Ros (AL)	Gaya:Wed,Thurs Ros: Mon,Tues Shirley :Mon,Tues Linda:Thurs,Fri	Gaya = 32 hrs Ros: 20 hrs Shirley = 32 hrs LindaW = 20 hrs
7 (5hrs) 08:30 - 13:30 Gayathiri Shirley LindaW Ros (UL)	8 (8hrs) 08:30 -17:30 Gayathiri (RL) Shirley Linda(11:00-16:00)	9 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00)	10 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00)	11 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00)	12 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00)	13 (8hrs 08:30 - 17:30 Shirley Ros (9:00 -14:00)	Gaya:Fri,Sat Ros: Mon,Tues Shirley :Wed,Thurs Linda:Fri,Sat	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs
14 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	15 (8hrs) 08:30 -17:30 Gayathiri Shirley	16 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00)	17 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00)	18 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00)	19 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	20 (8hrs 08:30 - 17:30 Shirley Linda 10.00-3,00) Ros (9:00 -14:00)	Gaya:Fri,Sat Ros: Mon,Tues Shirley :Wed,Thurs Linda:Sun,Mon	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs
21 (5hrs) 08:30 - 13:30 Shirley Ros	22 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00)	23 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	24 (8hrs) 08:30 -17:30 Gayathiri (RL) Shirley Linda(11:00-16:00) Ros (9:00-14:00)	25 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	26 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00)	27 (8hrs 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00)	Gaya:Sun,Thurs Ros: Mon,Tues Shirley :Mon,Tues LindaW:Sun,Sat	Gaya = 40 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs
28 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	29 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00)	30 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	31 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	Staff total Working hours: Gayathiri= 167 hrs Shirley= 156 hrs Ros= 105 hrs LindaW= 110 hrs			Gaya:Wed Ros: Mon,Tues Shirley :Mon,Tues LindaW:Sun	Gaya = 21 hrs Ros: 10 hrs Shirley = 13 hrs LindaW = 15 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