

TIC September 2018 Duty Roster

September 2018							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
						1 8hrs 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00)	Gaya:n/a Ros: n/a Shirley :n/a Linda:Sat	Gaya = 8 hrs Ros: 5 hrs Shirley = 8 hrs LindaW = 0 hrs
2 (5hrs) 08:30 - 13:30 Gayathiri Ros	3 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00)	4 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00)	5 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00) Shirley(10.00 -19.00) *SPICE	6 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Shirley(10.00 -19.00) *SPICE	7 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Linda(11:00-16:00) Shirley(10.00 -20.00) *SPICE	8 (8hrs 08:30 - 17:30) Shirley LindaW 10.00-3,00 Ros (9:00 -14:00) Gayathiri(10.00-15.00) *SPICE	Gaya:Tues Ros: Mon,Tues Shirley :Sun,Mon Linda:Sun,Thurs	Gaya = 42 hrs Ros: 25 hrs Shirley = 41 hrs LindaW = 25 hrs
9 TIC CLOSED Gayathiri(10.00-17.00) *SPICE *Birthday of H.M The Yang Di-Pertuan Agong	10 (5hrs) 08:30 -13:30 Shirley Linda Gayathiri(10.00 -17.00) *SPICE	11 (5hrs) 08:30 -13:30 Gayathiri Shirley Linda *Awal Muharram	12 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Linda(11:00-16:00)	13 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	14 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00)	15 (8hrs 08:30 - 17:30) Shirley Ros (9:00 -14:00) LindaW 10.00-3,00	Gaya:Fri,Sat Ros: Mon,Tues Shirley :Wed,Thurs Linda:Thurs,Fri	Gaya = 33 hrs Ros: 20 hrs Shirley = 26 hrs LindaW = 20 hrs
16 TIC CLOSED * Malaysia Day	17 (5hrs) 08:30 -13:30 Gayathiri Linda	18 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Malathi	19 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00) Malathi	20 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00) Malathi	21 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00)	22 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (9:00 -14:00)	Gaya:Wed,Thurs Ros: Mon,Tues Shirley :Mon,Tues LindaW:Fri,Sat Malathi: Fri,Sat	Gaya = 29 hrs Ros: 20 hrs Shirley = 32 hrs LindaW = 20 hrs Malathi = 24 hrs
23 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	24 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Malathi	25 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Malathi	26 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00) Malathi	27 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00) Malathi	28 (8hrs) 08:30 -17:30 Gayathiri Shirley (8.30- 16.30) Linda(11:00-16:00) Ros (9:00-14:00)	29 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (9:00 -14:00) Malathi	Gaya:Wed,Thurs Ros: Mon,Tues Shirley :Mon,Tues LindaW:Sun,Sat Malathi: Sun,Fri	Gaya = 37 hrs Ros: 25 hrs Shirley = 36 hrs LindaW = 25 hrs Malathi = 40 hrs
30 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda	Staff total Working hours: Gayathiri= 154 hrs Shirley= 148 hrs Ros= 100 hrs LindaW= 95 hrs Malathi = 181 hours						Gaya:n/a Ros: n/a Shirley :n/a LindaW:n/a Malathi: Sun	Gaya = 5 hrs Ros: 5 hrs Shirley = 5 hrs LindaW = 5 hrs Malathi = 0 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.