

TIC April 2019 Duty Roster

April 2019							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	1 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	2 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	3 (8hrs) 08:30 -17:30 Gayathiri Shirley	4 (8hrs) 08:30 -17:30 Gayathiri Shirley	5 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00)	6 (8hrs) 08:30 - 17:30 Shirley (PM /AL) Linda(10.00-15.00)	Gaya: Fri,Sat Shirley : Mon,Tue LindaW:Wed,Thurs	Gaya = 32 hrs Shirley = 32 hrs LindaW = 20 hrs
7 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda	8 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00)	9 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00)	10 (8hrs) 08:30 -17:30 Gayathiri Shirley	11 (8hrs) 08:30 -17:30 Gayathiri Shirley	12 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00)	13 (8hrs) 08:30 - 17:30 Gayathiri Linda(10.00-15.00)	Gaya:Mon,Tues Shirley : Fri,Sat LindaW:Wed,Thurs	Gaya =37 hrs Shirley = 37 hrs LindaW = 25 hrs
14 (5hrs) 08:30 - 13:30 Gayathiri Linda	15 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	16 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00)	17 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00)	18 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00)	19 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00)	20 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00)	Gaya:Tues,Wed Ros: Mon,Tues Shirley :Sun,Mon LindaW:Fri,Sat	Gaya = 37 hrs Ros: 20 hrs Shirley = 40 hrs LindaW = 25 hrs
21 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	22 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	23 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	24 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00)	25 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00)	26 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00)	27 (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
28 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda	29 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	30 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	Staff total Working hours: Gayathiri= 164 hrs Ros= 50 hrs LindaW= 110 hrs Shirley= 151 hrs				Gaya: N/A Ros: Mon,Tues Shirley : Mon,Tue LindaW:N/A	Gaya = 21 hrs Ros: 5 hrs Shirley = 5 hrs LindaW = 15 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Evelyn Toh

Ooi Chok Yan

Shirley

Linda Wong

Ros

1) Our company observes the 10 days of public holidays as follows:

- New Year's Day	1 January 2019
- Chinese New Year (2 days)	5 February & 6 February 2019
- Labor Day	1 May 2019
- Hari Raya Puasa (2 days)	5 & 6 June 2019
- Penang Governor's Birthday	13 July 2019
- National Day	31 August 2019
- Yang Di-Pertuan Agong's Birthday	9 September 2019
- Malaysia Day	16 September 2019
- Deepavali	27 October 2019
- Christmas	25 December 2019

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.