

TIC April 2019 Duty Roster

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