

TIC August 2019 Duty Roster

August 2019							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Staff total Working hours: Gayathiri= 156 hrs Ros= 110 hrs LindaW= 100 hrs Shirley= 167 hrs Sim = 143 hrs							Gaya:Thurs Shirley : n/a LindaW:Thurs,Fri Ros: n/a	Gaya =16 hrs Shirley = 24 hrs LindaW = 5 hrs Ros: 15 hrs
4 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros (RL)	5 (5hrs) 08:30 -13:30 Gayathiri Linda(10:00-15:00) Sim	6 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Sim	7 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00) Sim	8 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Sim	9 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Sim	10 (8hrs) 08:30 - 17:30 Gayathiri Shirley Linda(10:00 -15:00) Ros (9:00 -14:00)	Gaya:Thurs,Fri Shirley : Mon,Tues LindaW:Thurs,Fri Ros: Mon,Tues Sim: Sat	Gaya =37 hrs Shirley = 37 hrs LindaW = 25 hrs Ros: 25 hrs Sim: 40 hrs
11 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros	12 (5hrs) 08:30 -13:30 Gayathiri Shirley Linda Sim <i>*Hari Raya Haji</i>	13 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Sim	14 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00) Sim	15 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Sim	16 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Sim	17 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00)	Gaya:Thurs,Fri Shirley : Tue,Wed LindaW:Fri,Sat Ros: Mon,Tues Sim: Sun,Sat	Gaya =34 hrs Shirley = 34 hrs LindaW = 25 hrs Ros: 25 hrs Sim: 37 hrs
18 (5hrs) 08:30 - 13:30 Gayathiri Ros Sim	19 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Sim	20 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00) Sim	21 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Sim	22 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(11:00-16:00) Ros (9:00-14:00)	23 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(11:00-16:00) Ros (9:00-14:00)	24 (8hrs) 08:30 - 17:30 Gayathiri (AL) Shirley Ros (9:00 -14:00) Sim	Gaya:Tues,Wed Shirley : Sun,Mon LindaW:Sun,Sat Ros: Mon,Tues Sim: Thurs,Fri	Gaya =37 hrs Shirley = 40 hrs LindaW = 25 hrs Ros: 25 hrs Sim: 37 hrs
25 (5hrs) 08:30 - 13:30 Linda Ros Sim	26 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00) Sim	27 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(10:00-15:00) Sim	28 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(11:00-16:00) Ros (9:00-14:00)	29 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Ros (9:00-14:00) Sim	30 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	31 TIC CLOSED <i>*National Day</i>	Gaya:Sun,Mon Shirley : Sun,Fri LindaW:Thurs,Fri Ros: Mon,Tues Sim: Wed,Fri	Gaya =32 hrs Shirley = 32 hrs LindaW = 20 hrs Ros: 20 hrs Sim: 29 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Evelyn Toh

Ooi Chok Yan

Shirley

Linda Wong

Ros

Sim

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.