

TIC December 2019 Duty Roster

December 2019							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
1 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros	2 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00) Aishah	3 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00) Aishah	4 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(11:00-16:00) Ros (9:00-14:00)	5 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Aishah	6 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Aishah	7 (8hrs) 08:30 - 17:30 Gayathiri Linda(10:00 -15:00) Ros (9:00 -14:00) Aishah	Gayathiri:Mon,Tues Shirley :Fri,Sat LindaW:Thur,Fri Ros:Mon,Tues Aishah: Sun,Wed	Gayathiri =37 hrs Shirley = 37 hrs LindaW = 25 hrs Ros = 25 hrs Aishah = 40 hrs
8 (5hrs) 08:30 - 13:30 Gayathiri Linda Ros Aishah	9 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Aishah Haiqal	10 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(10:00-15:00) Aishah Haiqal	11 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Haiqal	12 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Haiqal	13 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Aishah	14 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00) Haiqal Aishah	Gayathiri:Wed,Thurs Shirley:Sun,Mon LindaW:Fri,Sat Ros:Mon,Tues Aishah: Wed,Thurs Haiqal: Fri	Gayathiri =37 hrs Shirley = 40 hrs LindaW = 25 hrs Ros= 25 hrs Aishah = 37 hrs Haiqal= 40 hrs
15 (5hrs) 08:30 - 13:30 Shirley Ros Aishah Haiqal	16 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Aishah Haiqal	17 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Aishah Haiqal	18 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Linda(11:00-16:00) Ros (9:00-14:00) Aishah	19 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Ros (9:00-14:00) Aishah	20 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Linda(11:00-16:00) Ros (9:00-14:00) Haiqal	21 (8hrs) 08:30 - 17:30 Shirley (AL) Linda(10:00 -15:00) Ros (9:00 -14:00) Haiqal	Gayathiri:Sun,Sat Shirley :Mon,Tues LindaW:Sun,Thurs Ros:Mon,Tues Aishah: Fri,Sat Haiqal: Wed,Thurs	Gayathiri =40 hrs Shirley = 37 hrs LindaW = 25 hrs Ros = 25 hrs Aishah = 37 hrs Haiqal= 37 hrs
22 (5hrs) 08:30 - 13:30 Shirley (AL) Ros (AL) Linda Aishah	23 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal	24 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal	25 TIC Closed *Christmas	26 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Ros (9:00-14:00) Haiqal	27 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Ros (9:00-14:00)	28 (8hrs) 08:30 - 17:30 ShirleyAL(AM)/UL(PM) Linda(10:00 -15:00) Ros (9:00 -14:00) Haiqal	Gayathiri:Sun,Sat Shirley :Mon,Tues LindaW:Thur,Fri Ros:Mon,Tues Haiqal: Sun,Fri Aishah:n/a	Gayathiri =32 hrs Shirley = 29 hrs LindaW = 20 hrs Ros= 20 hrs Haiqal= 32 Aishah= 5 hrs
29 (5hrs) 08:30 - 13:30 Shirley Linda Ros Haiqal	30 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00) Haiqal	31 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(10:00-15:00) Haiqal	Staff total Working hours: Gayathiri= 154 hrs Haiqal= 130 hrs Ros= 110 hrs LindaW= 110 hrs Shirley= 164 hrs Aishah = 119 hrs				Gayathiri:Sun,Mon Shirley :n/a LindaW:n/a Ros: Mon,Tues Haiqal: n/a	Gayathiri 8 hrs Shirley = 21hrs LindaW = 15 hrs Ros = 5 hrs Haiqal =21 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Evelyn Toh

Ooi Chok Yan

Shirley

Linda Wong

Ros

Aishah

Haiqal

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.