

TIC February 2019 Duty Roster

February 2019							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) LindaW11:00-16:0	2 (8hrs 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00)	Gaya: N/A Ros: N/A Shirley : N/A LindaW:Sat	Gaya = 16 hrs Ros: 10 hrs Shirley = 16 hrs LindaW = 5 hrs
3 (5hrs) 08:30 - 13:30 Shirley Ros Linda	4 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(10:00-15:00)	5 <i>TIC CLOSED</i> <i>*Chinese New Year</i>	6 <i>TIC CLOSED</i> <i>*Chinese New Year</i>	7 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Ros (RL)	8 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00)	9 (8hrs 08:30 - 17:30 Gayathiri Ros (9:00 -14:00)	Gaya: Sun,Fri Ros: Mon,Tues Shirley : Thurs,Sat LindaW:;Fri,Sat	Gaya =24hrs Ros: 15 hrs Shirley = 21 hrs LindaW = 15 hrs
10 (5hrs) 08:30 - 13:30 Gayathiri Ros	11 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	12 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Linda(10:00-15:00)	13 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Ros (9:00-14:00) Linda(11:00-16:00)	14 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00)	15 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00)	16 (8hrs 08:30 - 17:30 Gayathiri (AL) Shirley Ros (9:00 -14:00) Linda(10:00-15:00)	Gaya: Thurs,Fri Ros: Mon,Tues Shirley :Sun,Mon LindaW:Sun,Thurs	Gaya = 37 hrs Ros: 25 hrs Shirley = 40 hrs LindaW = 25 hrs
17 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda	18 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	19 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	20 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00)	21 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00)	22 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Ros (9:00-14:00)	23 (8hrs 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00)	Gaya:Wed,Thurs Ros: Mon,Tues Shirley : Mon,Tue LindaW:Fri,Sat	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs
24 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	25 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	26 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	27 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00)	28 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00)	Staff total Working hours: Gaya= 135 hrs Ros= 90 hrs LindaW= 90 hrs Shirley= 135 hrs		Gaya: Wed,Thurs Ros: Mon,Tues Shirley : Mon,Tue LindaW:Sun	Gaya = 21 hrs Ros: 15 hrs Shirley = 21 hrs LindaW = 20 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.