

TIC January 2019 Duty Roster

January 2019							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
		1 TIC Closed * New Year	2 (8hrs) 08:30 -17:30 Gayathiri Ros (RL) Linda(11:00-16:00)	3 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	4 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00)	5 (8hrs 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00) Linda(10:00-15:00)	Gaya: Fri Ros: Tues Shirley : Wed,Thurs LindaW:Thurs,Fri	Gaya = 24 hrs Ros: 20 hrs Shirley = 16 hrs LindaW = 10 hrs
6 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda	7 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00)	8 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00)	9 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Linda(11:00-16:00)	10 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	11 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00)	12 (8hrs 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00) Linda(10:00-15:00)	Gaya: Mon,Tues Ros: Mon,Tues Shirley : Wed,Thurs LindaW:Thurs,Fri	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs
13 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	14 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00)	15 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00)	16 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00)	17 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Linda(11:00-16:00)	18 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Linda(11:00-16:00)	19 (8hrs 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00)	Gaya: Tues,Weds Ros: Mon,Tues Shirley :Thurs,Fri LindaW:Sun,Sat	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs
20 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	21 (5hrs) 08:30 -13:30 Shirley Linda * Thaipusam	22 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00)	23 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00)	24 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00)	25 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Linda(11:00-16:00)	26 (8hrs 08:30 - 17:30 Gayathiri Ros (9:00 -14:00)	Gaya: Mon,Tues Ros: Mon,Tues Shirley : Fri,Sat LindaW:Sun,Sat	Gaya = 37 hrs Ros: 25 hrs Shirley = 34 hrs LindaW = 25 hrs
27 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda	28 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00)	29 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00)	30 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Linda(11:00-16:00)	31 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	Staff total Working hours: Gaya= 156 hrs Ros= 110 hrs LindaW= 105 hrs Shirley= 145 hrs		Gaya: Mon,Tues Ros: Mon,Tues Shirley : Wed,Thurs LindaW:Thurs	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.