

TIC July 2019 Duty Roster

July 2019							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	1 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	2 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	3 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) 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)	6 (8hrs) 08:30 - 17:30 Gayathiri Shirley Linda(10:00-15:00) Ros (9:00 -14:00)	Gaya:Wed,Thurs Shirley : Mon,Tue LindaW:Thurs,Fri Ros: Mon,Tues	Gaya =32 hrs Shirley = 32 hrs LindaW = 20 hrs Ros: 20 hrs
7 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda <i>*UNESCO World Heritage Day</i>	8 (5hrs) 08:30 -13:30 Gayathiri Shirley Linda	9 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00)	10 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	11 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	12 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	13 TIC CLOSED <i>* Birthday of H.E The Yang di -Pertua Negeri Pulau Pinang</i>	Gaya:Tue,Wed Shirley : Thurs,Fri LindaW:Thurs,Fri Ros: Mon,Tues	Gaya =26 hrs Shirley = 26 hrs LindaW = 20 hrs Ros: 20 hrs
14 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	15 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	16 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	17 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00)	18 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	19 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	20 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00)	Gaya:Thurs,Fri Shirley : Mon,Tue LindaW:Sun,Sat Ros: Mon,Tues	Gaya =37 hrs Shirley = 37 hrs LindaW = 25 hrs Ros: 25 hrs
21 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros	22 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	23 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	24 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	25 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	26 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00)	27 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00)	Gaya:Wed,Thurs Shirley : Mon,Tue LindaW:Fri,Sat Ros: Mon,Tues	Gaya =37 hrs Shirley = 37 hrs LindaW = 25 hrs Ros: 25 hrs
28 (5hrs) 08:30 - 13:30 Gayathiri Ros Linda	29 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	30 TIC Closed <i>* Coronation of the Yang di-Pertuan Agong</i>	31 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00)	Staff total Working hours: Gayathiri= 145 hrs Ros= 100 hrs LindaW= 105 hrs Shirley= 140 hrs			Gaya:Wed Shirley : Sun,Mon LindaW:n/a Ros: Mon	Gaya =13 hrs Shirley = 8 hrs LindaW = 15 hrs Ros: 10 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.