

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) Nur Athilah	2 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Nur Athilah	3 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Nur Athilah	4 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Nur Athilah	5 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Nur Athilah	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 Nur: Sat	Gaya =32 hrs Shirley = 32 hrs LindaW = 20 hrs Ros: 20 hrs Nur: 40 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 Nur Athilah	9 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00) Nur Athilah	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) Nur Athilah	12 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Nur Athilah	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 Nur: Sun,Wed	Gaya =26 hrs Shirley = 26 hrs LindaW = 20 hrs Ros: 20 hrs Nur: 29 hrs
14 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Nur Athilah	15 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Nur Athilah	16 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Nur Athilah	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) Nur Athilah	20 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00) Nur Athilah	Gaya:Thurs,Fri Shirley : Mon,Tue LindaW:Sun,Sat Ros: Mon,Tues Nur: Wed,Thurs	Gaya =37 hrs Shirley = 37 hrs LindaW = 25 hrs Ros: 25 hrs Nur: 37 hrs
21 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros	22 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Nur Athilah	23 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Nur Athilah	24 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Nur Athilah	25 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Nur Athilah	26 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Nur Athilah	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 Nur: Sun,Sat	Gaya =37 hrs Shirley = 37 hrs LindaW = 25 hrs Ros: 25 hrs Nur: 40 hrs
28 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros	29 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	30 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Nur Athilah	31 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00) Nur Athilah	Staff total Working hours: Gayathiri= 153 hrs Ros= 100 hrs LindaW= 110 hrs Shirley= 145 hrs Nur Athilah = 162 hrs			Gaya:Wed Shirley : Mon,Tue LindaW:n/a Ros: Mon,Tues Nur: Sun,Mon	Gaya =21 hrs Shirley = 13 hrs LindaW = 20 hrs Ros: 10 hrs Nur: 16 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Evelyn Toh

Ooi Chok Yan

Shirley

Linda Wong

Ros

Nur Athilah

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.