

TIC May 2019 Duty Roster

June 2019							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
						1 (8hrs 08:30 - 17:30) Gayathiri Shirley Linda(10.00-15.00) Ros (9:00 -14:00)	Gaya: n/a Shirley : n/a LindaW:n/a Ros: n/a	Gaya = 8 hrs Shirley = 8 hrs LindaW = 5 hrs Ros: 5 hrs
2 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros	3 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00)	4 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00)	5 TIC CLOSED * Hari Raya Puasa	6 TIC CLOSED * Hari Raya Puasa	7 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	8 (8hrs 08:30 - 17:30) Gayathiri Ros (9:00 -14:00)	Gaya:Mon,Tue Shirley : Fri,Sat LindaW:Fri,Sat Ros: Mon,Tues	Gaya =21 hrs Shirley = 21 hrs LindaW = 15 hrs Ros: 15 hrs
9 (5hrs) 08:30 - 13:30 Gayathiri Shirley (AL) Linda Ros	10 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(10:00-15:00)	11 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00)	12 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	13 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00)	14 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	15 (8hrs 08:30 - 17:30) Gayathiri Linda(10.00-15.00) Ros (9:00 -14:00)	Gaya:Tues,Wed Ros: Mon,Tues Shirley :Fri,Sat LindaW:Thurs,Fri	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs
16 (5hrs) 08:30 - 13:30 Gayathiri Ros	17 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	18 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Linda(10:00-15:00)	19 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Linda(11:00-16:00) Ros (9:00-14:00)	20 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	21 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	22 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (9:00 -14:00)	Gaya:Thurs,Fri Ros: Mon,Tues Shirley :Sun,Mon LindaW:Sun,Sat	Gaya = 37 hrs Ros: 25 hrs Shirley = 40 hrs LindaW = 25 hrs
23 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	24 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	25 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	26 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	27 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00)	28 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00)	29 (8hrs 08:30 - 17:30) Gayathiri Shirley Linda(10.00-15.00) Ros (9:00 -14:00)	Gaya: Wed,Thurs Ros: Mon,Tues Shirley :Mon,Tues LindaW:Sun,Thurs	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs
30 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros	Staff total Working hours: Gayathiri= 145 hrs Ros= 100 hrs LindaW= 100 hrs Shirley= 148 hrs						Gaya: n/a Shirley : n/a LindaW:n/a Ros: n/a	Gaya = 5 hrs Shirley = 5 hrs LindaW = 5 hrs Ros: 5 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.