

TIC March 2019 Duty Roster

March 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)	2 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00) Linda(10.00-15.00)	Gaya: N/A Ros: N/A Shirley : N/A LindaW:Fri	Gaya = 16 hrs Ros: 10 hrs Shirley = 16 hrs LindaW = 5 hrs
3 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda	4 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(10:00-15:00)	5 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(10:00-15:00)	6 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00)	7 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00)	8 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	9 (8hrs) 08:30 - 17:30 Gayathiri Ros (9:00 -14:00) Linda(10.00-15.00)	Gaya:Wed,Thurs Ros: Mon,Tues Shirley : Fri,Sat LindaW:Thurs,Fri	Gaya =37hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs
10 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda	11 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00)	12 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00)	13 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Linda(11:00-16:00)	14 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Linda(11:00-16:00)	15 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Ros (9:00-14:00)	16 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00)	Gaya:Mon,Tues Ros: Mon,Tues Shirley :Wed,Thurs LindaW:Fri,Sat	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs
17 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	18 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00)	19 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00)	20 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Linda(11:00-16:00)	21 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Linda(11:00-16:00)	22 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Ros (9:00-14:00) Linda(11:00-16:00)	23 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00)	Gaya:Mon,Tues Ros: Mon,Tues Shirley :Wed,Thurs LindaW:Sun,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)	29 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00)	30 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00) Linda(10.00-15.00)	Gaya: Wed,Thurs Ros: Mon,Tues Shirley : Mon,Tue LindaW:Sun,Fri	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 25 hrs
31 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda	Staff total Working hours: Gayathiri= 169 hrs Ros= 115 hrs LindaW= 110 hrs Shirley= 169 hrs						Gaya: N/A Ros: N/A Shirley : N/A LindaW:,N/A	Gaya =5 hrs Ros: 5 hrs Shirley = 5 hrs LindaW = 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

