

TIC May 2019 Duty Roster

May 2019							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Staff total Working hours: Gayathiri= 151 hrs Ros= 110 hrs LindaW= 45 hrs Shirley= 161 hrs			1 TIC CLOSED <i>* Labour Day</i>	2 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00)	3 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00)	4 (8hrs 08:30 - 17:30 Shirley Linda(10.00-15.00) Ros (9:00 -14:00)	Gaya: Fri,Sat Shirley : n/a LindaW:Thurs,Fri Ros: n/a	Gaya = 8 hrs Shirley = 24 hrs LindaW = 5 hrs Ros: 15 hrs
5 (5hrs) 08:30 - 13:30 Shirley Ros Linda	6 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(10:00-15:00)	7 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda (AL)	8 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	9 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	10 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda (AL)	11 (8hrs 08:30 - 17:30 Shirley Linda (AL) Ros (9:00 -14:00)	Gaya:Sun,Sat Shirley : Wed,Thurs LindaW:Wed,Thurs Ros: Mon,Tues	Gaya =40 hrs Shirley = 37 hrs LindaW = 25 hrs Ros: 25 hrs
12 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda (AL)	13 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda (AL)	14 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda (UL)	15 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	16 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	17 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00)	18 (8hrs 08:30 - 17:30 Shirley Ros (9:00 -14:00)	Gaya:Fri,Sat Ros: Mon,Tues Shirley :Wed,Thurs LindaW:Wed	Gaya = 37 hrs Ros: 25 hrs Shirley = 37 hrs LindaW = 15 hrs
19 (5hrs) 08:30 - 13:30 Shirley Ros <i>* Wesak Day</i>	20 (5hrs) 08:30 -13:30 Gayathiri Shirley	21 (8hrs) 08:30 -17:30 Gayathiri Shirley	22 (5hrs) 08:30 -13:30 Gayathiri Ros <i>* Nuzul Al -Quran Day</i>	23 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	24 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00)	25 (8hrs 08:30 - 17:30 Shirley Ros (9:00 -14:00)	Gaya:Sun,Sat Ros: Mon,Tues Shirley :Wed,Thurs	Gaya = 34 hrs Ros: 25 hrs Shirley = 34 hrs
26 (5hrs) 08:30 - 13:30 Shirley Ros	27 (8hrs) 08:30 -17:30 Gayathiri Shirley	28 (8hrs) 08:30 -17:30 Gayathiri Shirley	29 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	30 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	31 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00)		Gaya: Sun,Fri Ros: Mon,Tues Shirley :Wed,Thurs	Gaya = 32 hrs Ros: 20 hrs Shirley = 29 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.