

TIC November 2019 Duty Roster

November 2019							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Staff total Working hours: Gayathiri= 161 hrs Ros= 110 hrs LindaW= 100 hrs Shirley= 148 hrs Aishah = 167 hrs					1 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Aishah	2 (8hrs 08:30 - 17:30) Gayathiri Ros (9:00 -14:00) Aishah	Gayathiri:n/a Shirley :Fri,Sat LindaW:Fri,Sat Ros:n/a Aishah: n/a	Gayathiri =16 hrs Shirley = 0 hrs LindaW = 0 hrs Ros: 10 hrs Aishah: 16 hrs
3 (5hrs) 08:30 - 13:30 Gayathiri Linda Ros Aishah	4 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Aishah	5 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(10:00-15:00) Aishah	6 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Aishah	7 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Aishah	8 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00)	9 (5hrs 08:30 - 13:30) Gayathiri Shirley Linda Ros <i>*Nabi Muhammad's Birthday</i>	Gayathiri:Wed,Thurs Shirley:Sun,Mon LindaW:Thurs,Fri Ros:Mon,Tues Aishah: Fri,Sat	Gayathiri =34 hrs Shirley = 37 hrs LindaW = 25 hrs Ros: 25 hrs Aishah: 37 hrs
10 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Aishah	11 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(10:00-15:00) Aishah	12 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00) Aishah	13 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Aishah	14 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Aishah	15 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00)	16 (8hrs 08:30 - 17:30) Gayathiri Shirley Linda(10:00 -15:00) Ros (9:00 -14:00)	Gayathiri:Tues,Wed Shirley :Thurs,Fri LindaW:Sun,Thurs Ros:Mon,Tues Aishah: Fri,Sat	Gayathiri =37 hrs Shirley = 37 hrs LindaW = 25 hrs Ros: 25 hrs Aishah: 37 hrs
17 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros	18 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00) Aishah	19 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00) Aishah	20 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00) Aishah	21 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00) Aishah	22 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Aishah	23 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (9:00 -14:00)	Gayathiri:Mon,Tues Shirley :Wed,Thurs LindaW:Fri,Sat Ros:Mon,Tues Aishah:Sun,Sat	Gayathiri =37 hrs Shirley = 37 hrs LindaW = 25 hrs Ros: 25 hrs Aishah: 40 hrs
24 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Aishah	25 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(10:00-15:00) Aishah	26 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00) Aishah	27 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	28 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00)	29 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00) Aishah	30 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (9:00 -14:00) Aishah	Gayathiri:Tues,Wed Shirley :Thurs,Fri LindaW:Sat,Sun Ros: Mon,Tues Aishah: Wed,Thurs	Gayathiri 37 hrs Shirley = 37 hrs LindaW = 25 hrs Ros: 25 hrs Aishah: 37 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Evelyn Toh

Ooi Chok Yan

Shirley

Linda Wong

Ros

Aishah

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.