

TIC October 2019 Duty Roster

October 2019							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
		1 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00) Sim Aishah	2 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Sim Aishah	3 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Sim Aishah	4 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Sim Aishah	5 (8hrs) 08:30 - 17:30 Gayathiri Linda(10:00 -15:00) Ros (9:00 -14:00) Sim	Gaya:Tues,Wed Shirley :Sat LindaW:Thurs,Fri Ros:Tues Sim: n/a Aishah: Sat	Gaya =24 hrs Shirley = 32 hrs LindaW = 15 hrs Ros: 20 hrs Sim: 40 hrs Aishah: 32 hrs
6 (5hrs) 08:30 - 13:30 Gayathiri Linda Ros Aishah Sim	7 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Sim Aishah	8 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(10:00-15:00) Aishah	9 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Aishah	10 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Sim	11 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Sim	12 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00) Aishah	Gaya:Wed,Thurs Shirley:Sun,Mon LindaW:Fri,Sat Ros:Mon,Tues Sim: Tues,Wed Aishah: Thurs,Fri	Gaya =37 hrs Shirley = 40 hrs LindaW = 25 hrs Ros: 25 hrs Sim: 29 hrs Aishah: 37 hrs
13 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Aishah	14 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Aishah	15 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Aishah	16 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Aishah	17 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Aishah	18 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00)	19 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00)	Gaya:Wed,Thurs Shirley :Mon,Tue LindaW:Sun,Sat Ros:Mon,Tues Sim:Wed,Thurs Aishah: Fri,Sat	Gaya =37 hrs Shirley = 37 hrs LindaW = 25 hrs Ros: 25 hrs Sim: 37 hrs Aishah: 37 hrs
20 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros Aishah	21 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Aishah	22 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Aishah	23 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) 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) Aishah	26 (8hrs) 08:30 - 17:30 Shirley Linda(10:00 -15:00) Ros (9:00 -14:00) Aishah	Gaya:Fri,Sat Shirley :Mon,Tues LindaW:Thurs,Fri Ros:Mon,Tues Aishah:Wed,Thurs	Gaya =37 hrs Shirley = 37 hrs LindaW = 25 hrs Ros: 25 hrs Aishah: 37 hrs
27 TIC CLOSED *Deepavali	28 (5hrs) 08:30 -13:30 Shirley Linda Aishah	29 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00) Aishah	30 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(11:00-16:00) Ros (9:00-14:00)	31 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(11:00-16:00) Ros (9:00-14:00)	Staff total Working hours: Gayathiri= 151 hrs Ros= 105 hrs LindaW= 110 hrs Shirley= 175 hrs Sim = 69 hrs Aishah = 159 hrs		Gaya:Mon,Tues Shirley :n/a LindaW:n/a Ros: Mon,Tues Aishah: Wed,Thurs	Gaya =16 hrs Shirley = 29 hrs LindaW = 20 hrs Ros: 10 hrs Aishah: 16 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Evelyn Toh

Ooi Chok Yan

Shirley

Linda Wong

Ros

Sim

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.