

TIC September 2019 Duty Roster

September 2019							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
1 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros (RL) Aishah	2 (5hrs) 08:30 -13:30 Gayathiri Shirley Linda <i>* Awal Muharram</i>	3 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Sim Aishah	4 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00) Sim Aishah	5 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Sim Aishah	6 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Sim Aishah	7 (8hrs) 08:30 - 17:30 Gayathiri Shirley Linda(10:00 -15:00) Ros (9:00 -14:00) Sim	Gaya:Thurs,Fri Shirley :Tue,Wed LindaW:Thurs,Fri Ros:Mon,Tues Sim: Sun,Mon Aishah: Mon,Sat	Gaya =34 hrs Shirley = 34 hrs LindaW = 25 hrs Ros: 20 hrs Sim: 40 hrs Aishah: 37 hrs
8 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	9 <i>TIC CLOSED</i> <i>*Birthday of H.M The Yang Di-Pertuan Agong</i>	10 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Sim Aishah	11 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00) Sim Aishah	12 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Sim Aishah	13 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Sim	14 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (9:00 -14:00) Aishah	Gaya:Thurs,Fri Shirley:Tues,Wed LindaW:Sun,Sat Ros:Mon,Tues Sim: Sun,Sat Aishah: Sun,Fri	Gaya =29 hrs Shirley = 29 hrs LindaW = 20 hrs Ros: 25 hrs Sim: 32 hrs Aishah: 32 hrs
15 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Sim Aishah	16 <i>TIC CLOSED</i> <i>* Malaysia Day</i>	17 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00) Sim Aishah	18 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Sim Aishah	19 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00) Sim	20 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00)	21 (8hrs) 08:30 - 17:30 Gayathiri Ros (9:00 -14:00) Aishah	Gaya:Tues,Wed Shirley :Fri,Sat LindaW:Sun,Sat Ros:Mon,Tues Sim:Fri,Sat Aishah: Thurs,Fri	Gaya =29 hrs Shirley = 29 hrs LindaW = 20 hrs Ros: 25 hrs Sim: 29 hrs Aishah: 29 hrs
22 (5hrs) 08:30 - 13:30 Gayathiri Linda Ros (RL) Aishah Sim	23 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Sim Aishah	24 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(10:00-15:00) Sim	25 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00)	26 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Aishah	27 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Sim Aishah	28 (8hrs) 08:30 - 17:30 Shirley Linda(10:00 -15:00) Ros (9:00 -14:00) Sim Aishah	Gaya:Fri,Sat Shirley :Sun,Mon LindaW:Thurs,Fri Ros:Mon,Tues Sim:Wed,Thurs Aishah:Tues,Wed	Gaya =37 hrs Shirley = 40 hrs LindaW = 25 hrs Ros: 20 hrs Sim: 37 hrs Aishah: 37 hrs
29 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros	30 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Aishah	Staff total Working hours: Gayathiri= 142 hrs Aishah = 143 hrs Ros= 95 hrs LindaW= 100 hrs Shirley= 137 hrs Sim = 138 hrs					Gaya:n/a Shirley :Mon LindaW:n/a Ros: Mon Sim: Sun,Mon Aishah: Sun	Gaya =13 hrs Shirley = 5 hrs LindaW = 10 hrs Ros: 5 hrs Sim: 0 hrs Aishah: 8 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.