

TIC April 2020 Duty Roster

April 2020							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
			1 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Haiqal Hamizah	2 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Haiqal Hamizah	3 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah Haiqal	4 (8hrs 08:30 - 17:30) Gayathiri Shirley Linda(10:00 -15:00) Ros (9:00 -14:00) Hamizah	Gayathiri:Wed,Thurs Shirley :n/a LindaW:Thurs,Fri Ros: n/a Haiqal: Sat Hamizah: n/a	Gayathiri = 16 hrs Shirley = 32 hrs LindaW = 10 hrs Ros = 20 hrs Haiqal = 24 hrs Hamizah = 32 hrs
5 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros Hamizah	6 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal Hamizah	7 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal Hamizah	8 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Hamizah	9 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Haiqal Hamizah	10 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Haiqal	11 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (AL) Haiqal	Gayathiri: Wed,Thurs Shirley :Mon,Tues LindaW:Fri,Sat Ros: Mon,Tues Haiqal: Sun,Wed Hamizah: Fri,Sat	Gayathiri = 37 hrs Shirley = 37 hrs LindaW = 25 hrs Ros = 25 hrs Haiqal =37 hrs Hamizah =37 hrs
12 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros (AL) Haiqal Hamizah	13 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal	14 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal Hamizah	15 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Haiqal	16 (8hrs) 08:30 -17:30 Shirley Haiqal Hamizah	17 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Hamizah	18 (8hrs 08:30 - 17:30) Gayathiri Shirley Linda(10:00 -15:00) Hamizah	Gayathiri:Thurs,Fri Shirley :Mon,Tues LindaW:Sun,Thurs Ros: Mon,Tues Haiqal: Fri,Sat Hamizah: Mon,Wed	Gayathiri = 37 hrs Shirley = 37 hrs LindaW = 25 hrs Ros = 25 hrs Haiqal = 37 hrs Hamizah = 37 hrs
19 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Haiqal Hamizah	20 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal Hamizah	21 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal Hamizah	22 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Haiqal	23 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Haiqal	24 (8hrs) 08:30 -17:30 Gayathiri Shirley Hamizah	25 (8hrs 08:30 - 17:30) Gayathiri Shirley Hamizah	Gayathiri:Wed,Thurs Shirley :Mon,Tues LindaW:Fri,Sat Haiqal: Fri Hamizah: Wed,Thurs	Gayathiri = 37 hrs Shirley = 37 hrs LindaW = 25 hrs Haiqal =37 hrs Hamizah =37 hrs
26 (5hrs) 08:30 - 13:30 Gayathiri Shirley	27 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00) Hamizah	28 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(10:00-15:00)	29 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Hamizah	30 (8hrs) 08:30 -17:30 Gayathiri Hamizah	Staff total Working hours Gayathiri= 156 hrs Ros= 70 hrs LindaW= 95 hrs Shirley= 164 hrs Haiqal= 135 hrs Hamizah= 167 hrs		Gayathiri:Mon Shirley :Wed,Thurs LindaW:Sun,Thurs Hamizah: Sun,Tue	Gayathiri = 29 hrs Shirley = 21 hrs LindaW = 10 hrs Hamizah =24 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Darren Ng

Ooi Chok Yan

Shirley

Linda Wong

Ros

Haiqal

Hamizah

1) Our company observes the 10 days of public holidays as follows:

- New Year's Day	1 January 2020
- Chinese New Year (2 days)	25 January & 26 January 2020
- Labor Day	1 May 2020
- Hari Raya Puasa (2 days)	24 & 25 May 2020
- Yang Di-Pertuan Agong's Birthday	6 June 2020
- Penang Governor's Birthday	11 July 2020
- National Day	31 August 2020
- Malaysia Day	16 September 2020
- Deepavali	14 November 2020
- Christmas	25 December 2020

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.