

TIC August 2020 Duty Roster

August 2020							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
						1 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (09.00-14:00)	Gayathiri:n/a Shirley :n/a Ros: n/a Hamizah: Sat LindaW:Sat	Gayathiri = 8 hrs Shirley = 8 hrs Ros = 5 hrs Hamizah = 0 hrs LindaW = 0 hrs
2 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros	3 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	4 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Hamizah	5 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Hamizah	6 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Hamizah	7 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah	8 (8hrs 08:30 - 17:30) Gayathiri Shirley Linda(10:00 -15:00) Ros (09.00-14:00) Hamizah	Gayathiri:Wed,Thurs Shirley :Mon,Tues Ros: Mon,Tues Hamizah: Sun,Mon LindaW:Thurs,Fri	Gayathiri = 37 hrs Shirley = 37 hrs Ros = 25 hrs Hamizah = 40 hrs LindaW = 25 hrs
9 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros	10 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	11 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	12 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	13 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	14 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00)	15 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (09.00-14:00)	Gayathiri:Wed,Thurs Shirley :Mon,Tues Ros: Mon,Tues LindaW:Fri,Sat	Gayathiri = 37 hrs Shirley = 37 hrs Ros = 25 hrs LindaW = 25 hrs
16 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros	17 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	18 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	19 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	20 (5hrs) 08:30 -13:30 Shirley Linda Ros <i>*Awal Muharam</i>	21 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00)	22 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (09.00-14:00)	Gayathiri:Wed,Thurs Shirley :Mon,Tues Ros: Mon,Tues LindaW:Fri,Sat	Gayathiri = 37 hrs Shirley = 34 hrs Ros = 25 hrs LindaW = 25 hrs
23 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	24 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	25 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	26 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	27 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	28 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00)	29 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (09.00-14:00)	Gayathiri:Wed,Thurs Shirley :Mon,Tues Ros: Mon,Tues LindaW:Sun,Sat	Gayathiri = 37 hrs Shirley = 37 hrs Ros = 25 hrs LindaW = 25 hrs
30 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	31 TIC CLOSED <i>*National Day</i>	Staff total Working hours Gayathiri= 161 hrs Ros= 110 hrs LindaW= 100 hrs Shirley= 158 hrs Hamizah= 40 hrs					Gayathiri:n/a Shirley :n/a Ros: n/a LindaW:Sun	Gayathiri = 5 hrs Shirley = 5 hrs Ros = 5 hrs LindaW = 0 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Darren Ng

Ooi Chok Yan

Shirley

Linda Wong

Ros

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