

TIC December 2020 Duty Roster

December 2020						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 (7hrs) 08:30 -16:30 Gayathiri Linda Shirley (WFH) Ros (WFH) Nur Amani (WFH) *CMCO	2 (7hrs) 08:30 -16:30 Gayathiri Ros Shirley (WFH) Linda (WFH) Nur Amani (WFH) *CMCO	3 (7hrs) 08:30 -16:30 Gayathiri Ros Shirley (WFH) Linda (WFH) Nur Amani (WFH) *CMCO	4 (7hrs) 08:30 -16:30 Gayathiri Ros Shirley (WFH) Linda (WFH) Nur Amani (WFH) *CMCO	5 TIC CLOSED *CMCO
6 TIC CLOSED *CMCO	7 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00) Nur Amani	8 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Nur Amani	9 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00) Nur Amani	10 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00) Nur Amani	11 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00)	12 (8hrs) 08:30 - 17:30 Shirley Ros (09:00-14:00) Nur Amani
13 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros	14 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Nur Amani	15 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Nur Amani	16 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00) Nur Amani	17 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Nur Amani	18 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Nur Amani	19 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (09:00-14:00)
20 (5hrs) 08:30 - 13:30 Shirley Ros Nur Amani	21 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Nur Amani	22 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Nur Amani	23 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Linda(11:00-16:00) Ros (9:00-14:00)	24 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Linda(11:00-16:00) Ros (9:00-14:00)	25 TIC Closed *Christmas	26 (8hrs) 08:30 - 17:30 Shirley Ros (09:00-14:00) Nur Amani
27 (5hrs) 08:30 - 13:30 Shirley Linda Ros	28 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Nur Amani	29 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Nur Amani	30 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Linda(11:00-16:00) Ros (9:00-14:00) Nur Amani	31 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Ros (9:00-14:00) Nur Amani	Staff total Working hours Gayathiri= 174 hrs Ros= 105 hrs LindaW= 110 hrs Shirley= 155 hrs Nur Amani= 169 hrs * WFH =Work from Home	

Gayathiri:Sat Shirley :Sat Ros: Sat LindaW:Sat Amani:Sat	Gayathiri = 28 hrs Shirley = 28 hrs Ros = 20 hrs LindaW = 20 hrs Amani = 28 hrs
Gayathiri:Sun,Sat Shirley :Sun,Tues Ros: Sun,Tues LindaW:Sun,Sat Amani:Sun,Fri	Gayathiri = 40 hrs Shirley = 40 hrs Ros = 25 hrs LindaW = 25 hrs Amani = 40 hrs
Gayathiri:Thurs,Fri Shirley :Mon,Tues Ros: Mon,Tues LindaW:Fri,Sat Amani:Thurs,Fri	Gayathiri = 37 hrs Shirley = 37 hrs Ros = 25 hrs LindaW = 25 hrs Amani = 40 hrs
Gayathiri:Sun,Sat Shirley :Mon,Tues Ros: Mon,Tues LindaW:Sun,Sat Amani:Wed,Thurs	Gayathiri = 37 hrs Shirley = 29 hrs Ros = 20 hrs LindaW = 20 hrs Amani = 29 hrs
Gayathiri:Sun Shirley :Mon,Tues Ros: Mon,Tues LindaW:Thurs Amani:Sun	Gayathiri = 32 hrs Shirley = 21 hrs Ros = 15 hrs LindaW = 20 hrs Amani = 32 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Darren Ng

Ooi Chok Yan

Shirley

Linda Wong

Ros

Nur Amani

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

