

TIC February 2020 Duty Roster

February 2020							Staff Off Days	Total Hours Per Wee
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Staff total Working hours Gayathiri= 145 hrs Ros= 105 hrs LindaW= 105 hrs Shirley= 145 hrs Haiqal= 157 hrs						1 (8hrs 08:30 - 17:30) Ros (9:00 -14:00) Linda(10:00 -15:00) Haiqal	Gayathiri:Sat Shirley :Sat LindaW:n/a Ros: n/a Haiqal: n/a	Gayathiri = 0 hrs Shirley = 0hrs LindaW = 5 hrs Ros = 5 hrs Haiqal = 6 hrs
2 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda	3 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00) Haiqal	4 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00) Haiqal	5 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Linda(11:00-16:00)	6 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Haiqal	7 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Haiqal	8 (5hrs 08:30 - 13:30) Gayathiri (A/L) AM Shirley Ros Haiqal Linda *Thaipusam	Gayathiri:Mon,Tues Shirley :Wed,Thurs LindaW:Thurs,Fri Ros: Mon,Tues Haiqal: Sun,Wed	Gayathiri= 34 hrs Shirley = 34hrs LindaW = 25 hrs Ros =25 hrs Haiqal =37 hrs
9 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda	10 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal	11 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal	12 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00)	13 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00) Haiqal	14 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Haiqal	15 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (9:00 -14:00) Haiqal (R/L)	Gayathiri:Wed,Thurs Shirley :Mon,Tues LindaW:Fri,Sat Ros: Mon,Tues Haiqal: Sun,Wed	Gayathiri 37 hrs Shirley = 37 hrs LindaW = 25 hrs Ros = 25 hrs Haiqal = 40 hrs
16 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Haiqal (R/L)	17 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal	18 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal	19 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00)	20 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Haiqal	21 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00)	22 (8hrs 08:30 - 17:30) Shirley Ros (A/L) Linda(10:00 -15:00) Haiqal	Gayathiri:Fri,Sat Shirley :Mon,Tues LindaW:Sun,Thurs Ros: Mon,Tues Haiqal: Wed,Fri	Gayathiri 37hrs Shirley = 37 hrs LindaW = 25 hrs Ros = 25 hrs Haiqal =37 hrs
23 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros (A/L) Haiqal	24 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal Hamizah	25 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal Hamizah	26 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00) Haiqal Hamizah	27 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00) Hamizah	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 (9:00 -14:00) Haiqal Hamizah	Gayathiri:Wed,Thurs Shirley :Mon,Tues LindaW:Sun,Sat Ros: Mon,Tues Haiqal: Thurs,Fri Hamizah: Fri	Gayathiri =37 hrs Shirley = 37hrs LindaW = 25 hrs Ros = 25 hrs Haiqal =37 hrs Hamizah =40 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Evelyn Toh

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.