

January 2020							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Staff total Working hours Gayathiri= 164 hrs Ros= 105 hrs LindaW= 95 hrs Shirley= 148 hrs Haiqal= 149 hrs			1 (8hrs) 08:30 -17:30 TIC Closed * New Year	2 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Haiqal	3 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	4 (8hrs 08:30 - 17:30) Gayathiri Shirley Linda(10:00 -15:00) Ros (9:00 -14:00)	Gayathiri:n/a Shirley :Thurs,Fri LindaW:Thurs,Fri Ros: n/a Haiqal: Fri,Sat	Gayathiri 24 hrs Shirley = 8hrs LindaW = 5 hrs Ros = 15 hrs Haiqal = 8 hrs
5 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros	6 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal	7 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal	8 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Haiqal	9 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Haiqal	10 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Ros (9:00-14:00) Haiqal	11 (8hrs 08:30 - 17:30) Gayathiri (AL) Shirley Linda(10:00 -15:00) Ros (9:00 -14:00)	Gayathiri:Wed,Thurs Shirley :Mon,Tues LindaW:Thurs,Fri Ros: Mon,Tues Haiqal: Sun,Sat	Gayathiri= 37 hrs Shirley = 37hrs LindaW = 25 hrs Ros =25 hrs Haiqal =40 hrs
12 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros	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	15 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(11:00-16:00) Haiqal	16 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Haiqal	17 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Haiqal	18 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (9:00 -14:00)	Gayathiri:Thurs,Fri Shirley :Mon,Tues LindaW:Fri,Sat Ros: Mon,Tues Haiqal: Sun,Sat	Gayathiri 37 hrs Shirley = 37 hrs LindaW = 25 hrs Ros = 25 hrs Haiqal = 40 hrs
19 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	20 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal	21 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal	22 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	23 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Haiqal	24 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (AL) Haiqal	25 TIC CLOSED *Chinese New Year	Gayathiri:Wed,Thurs Shirley :Mon,Tues LindaW:Sun,Thurs Ros: Mon,Tues Haiqal: Sun,Wed	Gayathiri 37 hrs Shirley = 37hrs LindaW = 25 hrs Ros = 25 hrs Haiqal =40 hrs
26 TIC CLOSED *Chinese New Year	27 (5hrs) 08:30 -13:30 Gayathiri Shirley (AL) Haiqal	28 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Haiqal	29 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Linda(11:00-16:00) Ros (9:00-14:00)	30 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Linda(11:00-16:00) Ros (9:00-14:00)	31 (8hrs) 08:30 -17:30 Ros (8:30-13:30) Linda(12:00-17:00) Haiqal		Gayathiri:Fri Shirley :Fri LindaW:Mon,Tues Ros: Mon,Tues Haiqal: Wed,Thurs	Gayathiri =29 hrs Shirley = 29hrs LindaW = 15 hrs Ros = 15 hrs Haiqal =21 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Evelyn Toh

Ooi Chok Yan

Shirley

Linda Wong

Ros

Haiqal

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.

