

TIC July 2020 Duty Roster

July 2020							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Staff total Working hours Gayathiri= 142 hrs Ros= 110 hrs LindaW= 105 hrs Shirley= 161 hrs Hamizah= 167 hrs			1 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Hamizah	2 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Hamizah	3 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00)	4 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (09:00-14:00) Hamizah	Gayathiri:Wed,Thurs Shirley :n/a Ros: n/a Hamizah: Fri LindaW:Thurs,Sat	Gayathiri = 16 hrs Shirley = 32 hrs Ros = 20 hrs Hamizah = 24 hrs LindaW = 10 hrs
5 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Hamizah	6 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Hamizah	7 (5hrs) 08:30 -13:30 Gayathiri Linda Hamizah <i>* UNESCO World Heritage Day</i>	8 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(11:00-16:00) Ros (9:00-14:00)	9 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	10 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Hamizah	11 <i>TIC CLOSED</i> <i>* Birthday of H.E The Yang di -Pertua Negeri Pulau Pinang</i>	Gayathiri:Thurs,Fri Shirley :Mon,Tues Ros: Mon,Tues Hamizah: Wed,Thurs LindaW:Sun,Fri	Gayathiri = 26 hrs Shirley = 29 hrs Ros = 20 hrs Hamizah = 26hrs LindaW = 20 hrs
12 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros	13 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Hamizah	14 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Hamizah	15 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Hamizah	16 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Hamizah	17 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah	18 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (09:00-14:00)	Gayathiri:Wed,Thurs Shirley :Mon,Tues Ros: Mon,Tues Hamizah: Sun,Sat LindaW:Fri,Sat	Gayathiri = 37 hrs Shirley = 37 hrs Ros = 25 hrs Hamizah = 40 hrs LindaW = 25 hrs
19 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros	20 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Hamizah	21 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Hamizah	22 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Hamizah	23 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Hamizah	24 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah	25 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (09:00-14:00)	Gayathiri:Wed,Thurs Shirley :Mon,Tues Ros: Mon,Tues Hamizah: Sun,Sat LindaW:Fri,Sat	Gayathiri = 37 hrs Shirley = 37 hrs Ros = 25 hrs Hamizah = 40 hrs LindaW = 25 hrs
26 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Hamizah	27 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00) Hamizah	28 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00) Hamizah	29 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00) Hamizah	30 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00) Hamizah	31 (5hrs) 08:30 -13:30 Gayathiri Shirley Linda Ros <i>*Hari Raya Haji</i>		Gayathiri:Mon,Tues Shirley :Wed,Thurs Ros: Mon,Tues Hamizah: Fri LindaW:Sun	Gayathiri = 26 hrs Shirley = 26 hrs Ros = 20 hrs Hamizah = 37 hrs LindaW = 25 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:

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| - 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 |