

TIC June 2020 Duty Roster

June 2020							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	1 (8hrs) 08:30 -17:30 Gayathiri SKIM PEKA: Shirley,Ros	2 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) SKIM PEKA: Shirley	3 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) SKIM PEKA: Shirley	4 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Hamizah SKIM PEKA: Shirley	5 (8hrs) 08:30 -17:30 Gayathiri Hamizah SKIM PEKA: Shirley,Ros	6 TIC CLOSED	Gayathiri:Sat Shirley :Sat Ros:Sat Hamizah: Sat	Gayathiri = 40 hrs Shirley = 40 hrs Ros = 25 hrs Hamizah = 16 hrs
7 TIC CLOSED	8 TIC CLOSED *Birthday of H.M The Yang Di-Pertuan Agong	9 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Hamizah SKIM PEKA: Shirley	10 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Hamizah SKIM PEKA: Shirley	11 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Hamizah SKIM PEKA: Shirley	12 (8hrs) 08:30 -17:30 Gayathiri Hamizah SKIM PEKA: Shirley,Ros	13 TIC CLOSED	Gayathiri:Sun,Sat Shirley :Sun,Sat Ros: Sun,Sat Hamizah: Sun,Sat	Gayathiri = 32 hrs Shirley = 32 hrs Ros = 20 hrs Hamizah = 32 hrs
14 TIC CLOSED	15 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah Linda	16 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah Linda	17 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah Linda	18 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah Linda	19 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah Linda	20 TIC CLOSED	Gayathiri:Sun,Sat Shirley :Sun,Sat Ros: Sun,Sat Hamizah: Sun,Sat LindaW:Sun,Sat	Gayathiri = 40 hrs Shirley = 40 hrs Ros = 25 hrs Hamizah = 40 hrs LindaW = 25 hrs
21 TIC CLOSED	22 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah Linda	23 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah Linda	24 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah Linda	25 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah Linda	26 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah Linda	27 TIC CLOSED	Gayathiri:Sun,Sat Shirley :Sun,Sat Ros: Sun,Sat Hamizah: Sun,Sat LindaW:Sun,Sat	Gayathiri = 40 hrs Shirley = 40 hrs Ros = 25 hrs Hamizah = 40 hrs LindaW = 25 hrs
28 TIC CLOSED	29 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah Linda	30 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah Linda	Staff total Working hours Gayathiri= 168 hrs Ros= 105 hrs Shirley= 168 hrs Hamizah= 144 hrs Linda = 60 hrs				Gayathiri:Sun Shirley :Sun Ros: Sun Hamizah: Sun LindaW:Sun	Gayathiri = 16 hrs Shirley = 16 hrs Ros = 10 hrs Hamizah = 16 hrs LindaW = 10 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

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Ros