

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	16 (8hrs) 08:30 -17:30 Gayathiri Shirley 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 (9:00-14:00) Hamizah	19 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah	20 TIC CLOSED	Gayathiri:Sun,Sat Shirley :Sun,Sat Ros: Sun,Sat Hamizah: Sun,Sat	Gayathiri = 40 hrs Shirley = 40 hrs Ros = 25 hrs Hamizah = 40 hrs
21 TIC CLOSED	22 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah	23 (8hrs) 08:30 -17:30 Gayathiri Shirley 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 (9:00-14:00) Hamizah	26 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah	27 TIC CLOSED	Gayathiri:Sun,Sat Shirley :Sun,Sat Ros: Sun,Sat Hamizah: Sun,Sat	Gayathiri = 40 hrs Shirley = 40 hrs Ros = 25 hrs Hamizah = 40 hrs
28 TIC CLOSED	29 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah	30 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah	Staff total Working hours Gayathiri= 168 hrs Ros= 105 hrs Shirley= 168 hrs Hamizah= 144 hrs				Gayathiri:Sun Shirley :Sun Ros: Sun Hamizah: Sun	Gayathiri = 16 hrs Shirley = 16 hrs Ros = 10 hrs Hamizah = 16 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Darren Ng

Ooi Chok Yan

Shirley

Hamizah

Ros