

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 Hamizah SKIM PEKA:Shirley,Ros	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 (10:00-15:00)	16 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(10:00-15:00)	17 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00)	18 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Hamizah Linda(11:00-16:00)	19 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Hamizah	20 (8hrs)08:30 - 17:30 Gayathiri Ros (9:00 -14:00) Hamizah	Gayathiri:Wed,Thurs Shirley :Fri,Sat Ros: Tues,Wed Hamizah: Tues,Wed LindaW:Fri,Sat	Gayathiri = 32 hrs Shirley = 32 hrs Ros = 20 hrs Hamizah = 32 hrs LindaW = 20 hrs
21 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda	22 (8hrs) 08:30 -17:30 Gayathiri Hamizah Linda(10:00-15:00)	23 (8hrs) 08:30 -17:30 Gayathiri Hamizah Linda(10:00-15:00)	24 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Hamizah Linda(11:00-16:00)	25 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Hamizah Linda(11:00-16:00)	26 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah	27 (8hrs)08:30 - 17:30 Gayathiri Ros (9:00 -14:00) Shirley	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
28 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda	29 (8hrs) 08:30 -17:30 Gayathiri Hamizah Linda(10:00-15:00)	30 (8hrs) 08:30 -17:30 Gayathiri Hamizah Linda(10:00-15:00)	Staff total Working hours Gayathiri= 162 hrs Ros= 95 hrs Shirley= 146 hrs Hamizah= 136 hrs Linda = 60 hrs				Gayathiri:n/a Shirley :Mon,Tues Ros: Mon,Tues Hamizah: Sun LindaW:n/a	Gayathiri = 21 hrs Shirley = 5 hrs Ros = 5 hrs Hamizah = 16 hrs LindaW = 15 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Darren Ng

Ooi Chok Yan

Shirley

Linda

Ros

Hamizah