

TIC March 2020 Duty Roster

March 2020							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
1 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda	2 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal Hamizah	3 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal Hamizah	4 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00) Haiqal Hamizah	5 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Haiqal Hamizah	6 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Hamizah	7 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (9:00 -14:00) Linda(10:00 -15:00) Haiqal	Gayathiri:Wed,Thurs Shirley :Mon,Tues LindaW:Thurs,Fri Ros: Mon,Tues Haiqal: Sun,Fri Hamizah: Sun,Sat	Gayathiri = 37 hrs Shirley = 37 hrs LindaW = 25 hrs Ros = 25 hrs Haiqal = 40 hrs Hamizah = 40 hrs
8 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Linda Haiqal	9 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(10:00-15:00) Haiqal	10 (8hrs) 08:30 -17:30 Shirley Linda (AL) Haiqal Hamizah	11 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda (AL) Haiqal Hamizah	12 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Linda (AL) Haiqal Hamizah	13 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Hamizah	14 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (9:00 -14:00) Hamizah	Gayathiri:Tues,Wed Shirley :Thurs,Fri LindaW:Fri,Sat Ros: Mon,Tues Haiqal: Fri,Sat Hamizah: Sun,Mon	Gayathiri = 37 hrs Shirley = 37 hrs LindaW = 25 hrs Ros = 25 hrs Haiqal =37 hrs Hamizah =40 hrs
15 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros Hamizah	16 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal Hamizah	17 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal Hamizah	18 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00) Haiqal	19 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00) Haiqal	20 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00) Hamizah	21 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (9:00 -14:00) Haiqal Hamizah	Gayathiri:Wed,Thurs Shirley :Mon,Tues LindaW:Sun,Sat Ros: Mon,Tues Haiqal: Sun,Fri Hamizah: Wed,Thurs	Gayathiri = 37 hrs Shirley = 37 hrs LindaW = 25 hrs Ros = 25 hrs Haiqal = 40 hrs Hamizah = 37 hrs
22 (5hrs) 08:30 - 13:30 Gayathiri Ros Linda Haiqal Hamizah	23 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal Hamizah	24 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(10:00-15:00) Haiqal Hamizah	25 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00) Hamizah	26 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00) Hamizah	27 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Haiqal	28 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (9:00 -14:00) Haiqal	Gayathiri:Wed,Thurs Shirley :Sun,Mon LindaW:Fri,Sat Ros: Mon,Tues Haiqal: Wed,Thurs Hamizah: Fri,Sat	Gayathiri = 37 hrs Shirley = 40 hrs LindaW = 25 hrs Ros = 25 hrs Haiqal =37 hrs Hamizah =37 hrs
29 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros Haiqal	30 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Haiqal	31 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Hamizah	Staff total Working hours Gayathiri= 169 hrs Ros= 105 hrs LindaW= 115 hrs Shirley= 156 hrs Haiqal= 167 hrs Hamizah= 162 hrs				Gayathiri:n/a Shirley :Mon,Tues LindaW:n/a Ros: Mon,Tues Haiqal: Tues Hamizah: Sun,Mon	Gayathiri = 21 hrs Shirley = 5 hrs LindaW = 15 hrs Ros = 5 hrs Haiqal =13 hrs Hamizah = 8 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Darren Ng

Ooi Chok Yan

Shirley

Linda Wong

Ros

Haiqal

Hamizah

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.