

TIC May 2020 Duty Roster

May 2020							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
					1 TIC CLOSED *Labour Day *MCO	2 TIC CLOSED *MCO	Gaya: Sat Shirley : Sat LindaW: Sat Ros: Sat	Gaya =0 hrs Shirley = 0 hrs LindaW = 0 hrs Ros: 0 hrs
3 TIC CLOSED *MCO	4 TIC CLOSED *MCO	5 TIC CLOSED *MCO	6 TIC CLOSED *MCO	7 TIC CLOSED *Wesak Day *MCO	8 (8hrs) 08.30-17.30 Gayathiri Shirley Linda(10:00-15:00) Ros (9:00 -14:00)	9 TIC CLOSED	Gaya: Sun, Sat Shirley : Sun, Sat LindaW: Sun, Sat Ros: Sun, Sat	Gaya =8 hrs Shirley = 8hrs LindaW = 5 hrs Ros: 5 hrs
10 TIC CLOSED *Nuzul Al Quran	11 TIC CLOSED	12 (8hrs) 08.30-17.30 Gayathiri Shirley Linda(10:00-15:00) Ros (9:00 -14:00)	13 (8hrs) 08.30-17.30 Gayathiri Shirley Linda(10:00-15:00) Ros (9:00 -14:00)	14 (8hrs) 08.30-17.30 Gayathiri Shirley Linda(10:00-15:00) Ros (9:00 -14:00)	15 (8hrs) 08.30-17.30 Gayathiri Shirley Linda(10:00-15:00) Ros (9:00 -14:00)	16 TIC CLOSED	Gaya: Sun, Sat Shirley : Sun, Sat LindaW: Sun, Sat Ros: Sun, Sat	Gaya =32 hrs Shirley = 32 hrs LindaW = 20 hrs Ros: 20 hrs
17 TIC CLOSED	18 (8hrs) 08.30-17.30 Gayathiri Shirley Linda(10:00-15:00) Ros (9:00 -14:00)	19 (8hrs) 08.30-17.30 Gayathiri Shirley Linda(10:00-15:00) Ros (9:00 -14:00)	20 (8hrs) 08.30-17.30 Gayathiri (AL) Shirley Linda(10:00-15:00) Ros (9:00 -14:00)	21 (8hrs) 08.30-17.30 Gayathiri Shirley Linda(10:00-15:00) Ros (9:00 -14:00)	22 (8hrs) 08.30-17.30 Gayathiri Shirley Linda(10:00-15:00) Ros (9:00 -14:00)	23 TIC CLOSED	Gaya: Sun, Sat Shirley : Sun, Sat LindaW: Sun, Sat Ros: Sun, Sat	Gaya =40 hrs Shirley = 40 hrs LindaW = 25 hrs Ros: 25 hrs
24 TIC CLOSED *Hari Raya Puasa	25 TIC CLOSED * Hari Raya Puasa	26 TIC CLOSED * Hari Raya Puasa	27 (8hrs) 08.30-17.30 Gayathiri Ros (9:00 -14:00) Shirley Linda (AL)	28 (8hrs) 08.30-17.30 Gayathiri Ros (9:00 -14:00) Shirley Linda (AL)	29 (8hrs) 08.30-17.30 Gayathiri Ros (9:00 -14:00) Shirley Linda (AL)	30 TIC CLOSED	Gaya: Sun, Sat Shirley : Sun, Sat LindaW: Sun, Sat Ros: Sun, Sat	Gaya =24 hrs Shirley = 24 hrs LindaW = 15 hrs Ros: 15 hrs
31 TIC CLOSED	Staff total Working hours: Gayathiri= 104 hrs Linda= 65 hrs Shirley= 104 hrs Ros= 65 hrs						Gaya: Sat Shirley : Sat LindaW: Sat Ros: Sat	Gaya =0 hrs Shirley = 0 hrs LindaW = 0 hrs Ros: 0 hrs

Prepared by :

Gayathiri

Reviewed by :

Darren Ng

Approved by:

Ooi Chok Yan

Shirley

Linda Wong

Ros

