

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	2 (8hrs) 08.30 - 17.30 Shirley Linda(10:00-15:00) Ros(09:00-14:00) *MCO (TIC CLOSED)	Gaya:Sat Shirley :n/a LindaW:n/a Ros: n/a	Gaya =0 hrs Shirley = 8 hrs LindaW = 5 hrs Ros: 5 hrs
3 (5hrs) 08.30- 13.30 Gayathiri Shirley Linda Ros *MCO (TIC CLOSED)	4 (8hrs) 08.30-17.30 Gayathiri Shirley Linda(10:00-15:00) Ros (9:00 -14:00) *MCO (TIC CLOSED)	5 (8hrs) 08.30-17.30 Shirley Linda(10:00-15:00) *MCO (TIC CLOSED)	6 (8hrs) 08.30-17.30 Shirley Linda(11:00-16:00) *MCO (TIC CLOSED)	7 (5hrs) 08.30-13.30 Gayathiri Ros *Wesak Day *MCO (TIC CLOSED)	8 (8hrs) 08.30-17.30 Gayathiri Ros (9:00 -14:00) Shirley Linda(10:00-15:00)	9 (8hrs) 08.30 - 17.30 Gayathiri Ros(09:00-14:00)	Gaya:Tues,Wed Shirley :Thur,Sat LindaW:Thurs,Sat Ros:Tues,Wed	Gaya =34 hrs Shirley = 37 hrs LindaW = 25 hrs Ros: 25 hrs
10 (5hrs) 08.30- 13.30 Gayathiri Shirley Linda Ros *Nuzul Al Quran	11 (5hrs) 08.30-13.30 Gayathiri Shirley Linda	12 (8hrs) 08.30-17.30 Gayathiri Linda(10:00-15:00)	13 (8hrs) 08.30-17.30 Gayathiri Linda(11:00-16:00) Ros (9:00 -14:00)	14 (8hrs) 08.30-17.30 Shirley Linda(11:00-16:00) Ros (9:00 -14:00)	15 (8hrs) 08.30-17.30 Shirley Ros (9:00 -14:00)	16 (8hrs) 08.30 - 17.30 Gayathiri Shirley Ros(09:00-14:00)	Gaya:Thurs,Fri Shirley :Tues,Wed LindaW:Fri,Sat Ros:Mon,Tues	Gaya =34 hrs Shirley = 34 hrs LindaW = 25 hrs Ros: 25 hrs
17 (5hrs) 08.30- 13.30 Gayathiri Shirley Linda Ros	18 (8hrs) 08.30-17.30 Gayathiri Linda(10:00-15:00)	19 (8hrs) 08.30-17.30 Gayathiri Linda(10:00-15:00)	20 (8hrs) 08.30-17.30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00 -14:00)	21 (8hrs) 08.30-17.30 Shirley Linda(11:00-16:00) Ros (9:00 -14:00)	22 (8hrs) 08.30-17.30 Shirley Ros (9:00 -14:00)	23 (8hrs) 08.30 - 17.30 Gayathiri Shirley Ros(09:00-14:00)	Gaya:Thurs,Fri Shirley :Mon,Tues LindaW:Fri,Sat Ros: Mon,Tues	Gaya =37 hrs Shirley = 37 hrs LindaW = 25 hrs Ros: 25 hrs
24 TIC CLOSED *Hari Raya Puasa	25 TIC CLOSED * Hari Raya Puasa	26 (5hrs) 08.30-13.30 Gayathiri Linda	27 (8hrs) 08.30-17.30 Gayathiri Ros (9:00 -14:00)	28 (8hrs) 08.30-17.30 Shirley Ros (9:00 -14:00)	29 (8hrs) 08.30-17.30 Shirley Linda (AL) Ros (9:00 -14:00)	30 (8hrs) 08.30 - 17.30 Gayathiri Shirley Linda (AL) Ros	Gaya:Thurs,Fri Shirley :Tues,Wed LindaW:Wed,Thur Ros: Mon,Tues	Gaya =21 hrs Shirley = 24 hrs LindaW = 15 hrs Ros: 20 hrs
31 (5hrs) 08.30- 13.30 Gayathiri Shirley Linda (AL) Ros (RL)	Staff total Working hours: Gayathiri= 131 hrs Linda= 100 hrs Shirley= 145 hrs Ros= 105 hrs						Gaya:n/a Shirley :n/a LindaW:n/a Ros: n/a	Gaya =5 hrs Shirley = 5 hrs LindaW = 5 hrs Ros: 5 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

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Ros

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