

TIC November 2020 Duty Roster

November 2020							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
1 (5hrs) 08:30 - 13:30 Shirley Linda Ros	2 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Nur Amani	3 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Nur Amani	4 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00) Nur Amani	5 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Ros (9:00-14:00) Nur Amani	6 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Ros (9:00-14:00) Nur Amani	7 (8hrs) 08:30 - 17:30 Shirley Linda(10:00 -15:00) Ros (09.00-14:00)	Gayathiri:Sun,Sat Shirley :Mon,Tues Ros:Mon,Tue LindaW:Thurs,Fri Amani:Sun,Sat	Gayathiri = 40 hrs Shirley = 37 hrs Ros = 25 hrs LindaW = 25 hrs Amani = 40 hrs
8 (5hrs) 08:30 - 13:30 Gayathiri Ros Nur Amani	9 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Nur Amani	10 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(10:00-15:00) Nur Amani	11 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(11:00-16:00) Ros (9:00-14:00)	12 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	13 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Nur Amani	14 TIC CLOSED *Deepavali		
15 (5hrs) 08:30 - 13:30 Shirley Ros Nur Amani	16 (8hrs) 08:30 -17:30 Shirley Linda(10:00-15:00) Nur Amani	17 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(10:00-15:00) Nur Amani	18 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00) Nur Amani	19 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00)	20 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Linda(11:00-16:00) Ros (9:00-14:00)	21 (8hrs) 08:30 - 17:30 Gayathiri Shirley (AL) Ros (09.00-14:00) Nur Amani	Gayathiri:Sun,Mon Shirley :Wed,Thurs Ros: Mon,Tues LindaW:Sun,Sat Amani:Thurs,Fri	Gayathiri = 40 hrs Shirley = 37 hrs Ros = 25 hrs LindaW = 25 hrs Amani = 37 hrs
22 (5hrs) 08:30 - 13:30 Gayathiri Linda Ros	23 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Nur Amani	24 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(10:00-15:00) Nur Amani	25 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(11:00-16:00) Ros (9:00-14:00) Nur Amani	26 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Nur Amani	27 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Nur Amani	28 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (09.00-14:00)		
29 (5hrs) 08:30 - 13:30 Shirley Ros Linda	30 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Nur Amani	Staff total Working hours Gayathiri= 154 hrs Ros= 100 hrs LindaW= 105 hrs Shirley= 151 hrs Nur Amani= 154 hrs					Gayathiri:Sun Shirley :Mon Ros: Mon LindaW:n/a Amani:Sun	Gayathiri = 8 hrs Shirley = 5 hrs Ros = 5 hrs LindaW = 10 hrs Amani = 8 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Darren Ng

Ooi Chok Yan

Shirley

Linda Wong

Ros

Nur Amani Farishah

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.