

TIC October 2020 Duty Roster

October 2020							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Staff total Working hours Gayathiri= 161 hrs Ros= 115 hrs LindaW= 105 hrs Shirley= 169 hrs Nur Amani= 173 hrs				1 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Nur Amani	2 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Nur Amani	3 (8hrs 08:30 - 17:30) Gayathiri Shirley Linda(10:00 -15:00) Ros (09:00-14:00)	Gayathiri:Thurs Shirley :n/a Ros: n/a LindaW:Thurs,Fri Nur Amani:Sat	Gayathiri = 16 hrs Shirley = 24 hrs Ros = 15 hrs LindaW = 5 hrs Nur Amani = 16 hrs
4 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	5 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Nur Amani	6 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Nur Amani	7 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Nur Amani	8 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Nur Amani	9 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(11:00-16:00) Ros (9:00-14:00) Nur Amani	10 (8hrs 08:30 - 17:30) Gayathiri (AL) Shirley Ros (09:00-14:00)	Gayathiri:Wed,Thurs Shirley :Mon,Tues Ros: Mon,Tues LindaW:Sun,Sat Nur Amani:Sun,Sat	Gayathiri = 37 hrs Shirley = 37 hrs Ros = 25 hrs LindaW = 25 hrs Nur Amani = 40 hrs
11 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros	12 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Nur Amani	13 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Nur Amani	14 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00) Nur Amani	15 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Nur Amani	16 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Nur Amani	17 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (09:00-14:00)	Gayathiri:Thurs,Fri Shirley :Mon,Tues Ros: Mon,Tues LindaW:Fri,Sat Nur Amani:Sun,Sat	Gayathiri = 37 hrs Shirley = 37 hrs Ros = 25 hrs LindaW = 25 hrs Nur Amani = 40 hrs
18 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros	19 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Nur Amani	20 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Nur Amani	21 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Nur Amani	22 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Nur Amani	23 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Nur Amani	24 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (09:00-14:00)	Gayathiri:Wed,Thurs Shirley :Mon,Tues Ros: Mon,Tues LindaW:Fri,Sat Nur Amani:Sun,Sat	Gayathiri = 37 hrs Shirley = 37 hrs Ros = 25 hrs LindaW = 25 hrs Nur Amani = 40 hrs
25 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros Nur Amani	26 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Nur Amani	27 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Nur Amani	28 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(11:00-16:00) Ros (9:00-14:00)	29 (5hrs) 08:30 -13:30 Gayathiri Shirley Linda Ros * Nabi Muhammad's Birthday	30 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Nur Amani	31 (8hrs 08:30 - 17:30) Shirley Ros (09:00-14:00) Nur Amani	Gayathiri:Fri,Sat Shirley :Mon,Tues Ros: Mon,Tues LindaW:Fri,Sat Nur Amani:Wed,Thurs	Gayathiri = 34 hrs Shirley = 34 hrs Ros = 25 hrs LindaW = 25 hrs Nur Amani = 37 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.