

TIC September 2020 Duty Roster

September 2020							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
		1 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	2 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00)	3 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00)	4 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	5 (8hrs) 08:30 - 17:30 Gayathiri Shirley Linda(10:00 -15:00) Ros (09.00-14:00)	Gayathiri:Thurs,Fri Shirley :Tues,Wed Ros: Tues LindaW:Thurs	Gayathiri = 24 hrs Shirley = 24 hrs Ros = 20 hrs LindaW = 20 hrs
6 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	7 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(10:00-15:00)	8 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(10:00-15:00)	9 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	10 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00)	11 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (RL)	12 (8hrs) 08:30 - 17:30 Gayathiri Ros (AL) Linda(10:00 -15:00)	Gayathiri:Wed,Thurs Shirley :Fri,Sat Ros: Mon,Tues LindaW:Sun,Thurs	Gayathiri = 37 hrs Shirley = 37 hrs Ros = 20 hrs LindaW = 25 hrs
13 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros (AL)	14 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	15 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	16 TIC CLOSED *Malaysia Day	17 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	18 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00)	19 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (09.00-14:00)	Gayathiri:Thurs,Fri Shirley :Mon,Tues Ros: Mon,Tues LindaW:Fri,Sat	Gayathiri = 29 hrs Shirley = 29 hrs Ros = 20 hrs LindaW = 20 hrs
20 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	21 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	22 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	23 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	24 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	25 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00)	26 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (09.00-14:00)	Gayathiri:Wed,Thurs Shirley :Mon,Tues Ros: Mon,Tues LindaW:Sun,Sat	Gayathiri = 37 hrs Shirley = 37 hrs Ros = 25 hrs LindaW = 25 hrs
27 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros	28 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	29 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00)	30 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	Staff total Working hours Gayathiri= 148 hrs Ros= 95 hrs LindaW= 110 hrs Shirley= 140 hrs			Gayathiri:Wed Shirley :Mon,Tues Ros: Mon,Tues LindaW:n/a	Gayathiri = 21 hrs Shirley = 13 hrs Ros = 10 hrs LindaW = 20 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Darren Ng

Ooi Chok Yan

Shirley

Linda Wong

Ros

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.