

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) Zhi Tong	8 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(10:00-15:00) Zhi Tong	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) Zhi Tong	11 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (RL) Zhi Tong	12 (8hrs) 08:30 - 17:30 Gayathiri Ros (AL) Linda(10:00 -15:00) Zhi Tong	Gayathiri:Wed,Thurs Shirley :Fri,Sat Ros: Mon,Tues LindaW:Sun,Thurs Zhi Tong:Wed	Gayathiri = 37 hrs Shirley = 37 hrs Ros = 20 hrs LindaW = 25 hrs Zhi Tong = 40 hrs
13 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros (AL)	14 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Zhi Tong	15 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Zhi Tong	16 TIC CLOSED <i>*Malaysia Day</i>	17 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Zhi Tong	18 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Zhi Tong	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 Zhi Tong: Sun,Sat	Gayathiri = 29 hrs Shirley = 29 hrs Ros = 20 hrs LindaW = 20 hrs Zhi Tong = 32 hrs
20 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	21 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Zhi Tong	22 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Zhi Tong	23 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Zhi Tong	24 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Zhi Tong	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) Zhi Tong	Gayathiri:Wed,Thurs Shirley :Mon,Tues Ros: Mon,Tues LindaW:Sun,Sat Zhi Tong: Sun,Fri	Gayathiri = 37 hrs Shirley = 37 hrs Ros = 25 hrs LindaW = 25 hrs Zhi Tong = 40 hrs
27 (5hrs) 08:30 - 13:30 Gayathiri Shirley Linda Ros	28 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Zhi Tong	29 (8hrs) 08:30 -17:30 Gayathiri Linda(10:00-15:00) Zhi Tong	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 Zhi Tong= 128 hrs			Gayathiri:Wed Shirley :Mon,Tues Ros: Mon,Tues LindaW:n/a Zhi Tong: Sun,Wed	Gayathiri = 21 hrs Shirley = 13 hrs Ros = 10 hrs LindaW = 20 hrs Zhi Tong = 16 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Darren Ng

Ooi Chok Yan

Shirley

Linda Wong

Ros

Zhi Tong

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.