

TIC April 2021 Duty Roster-CMCO

April 2021							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
Staff total Working hours Gayathiri= 173 hrs Ros= 110 hrs LindaW= 105 hrs Shirley= 165 hrs				1 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL/PM) Ros (9:00-14:00) *CMCO	2 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00) *CMCO	3 (8hrs) 08:30 - 17:30 Gayathiri Linda(10:00 -15:00) Ros (AL) *CMCO	Gayathiri:n/a Shirley :Sat Ros:n/a LindaW:Thurs	Gayathiri = 24 hrs Shirley = 16 hrs Ros = 15 hrs LindaW = 10 hrs
4 <i>TIC CLOSED</i> *CMCO	5 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) *CMCO	6 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (AL) *CMCO	7 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00) *CMCO	8 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00) *CMCO	9 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00) *CMCO	10 (8hrs) 08:30 - 17:30 Shirley Ros (09.00-14:00) *CMCO	Gayathiri:Sun,Sat Shirley :Sun,Mon Ros:Sun,Mon LindaW:Sun,Sat	Gayathiri = 40 hrs Shirley = 40 hrs Ros = 25 hrs LindaW = 25 hrs
11 <i>TIC CLOSED</i> *CMCO	12 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) *CMCO	13 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) Linda(11:00-16:00) *CMCO	14 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00) *CMCO	15 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00) *CMCO	16 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) *CMCO	17 (8hrs) 08:30 - 17:30 Gayathiri Shirley Ros (AL) Linda(10:00 -15:00) *CMCO	Gayathiri:Sun,Mon Shirley :Sun,Tue Ros:Sun,Mon LindaW:Sun,Fri	Gayathiri = 40 hrs Shirley = 40 hrs Ros = 25 hrs LindaW = 25 hrs
18 <i>TIC CLOSED</i> *CMCO	19 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) *CMCO	20 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (AL) *CMCO	21 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00) *CMCO	22 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00) *CMCO	23 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00) *CMCO	24 (8hrs) 08:30 - 17:30 Shirley Ros (09.00-14:00) *CMCO	Gayathiri:Sun,Sat Shirley :Sun,Mon Ros:Sun,Mon LindaW:Sun,Sat	Gayathiri = 40 hrs Shirley = 40 hrs Ros = 25 hrs LindaW = 25 hrs
25 <i>TIC CLOSED</i> *CMCO	26 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) *CMCO	27 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00) *CMCO	28 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00) *CMCO	29 (5hrs) 08:30 -13:30 Gayathiri Shirley Ros Linda *Nuzul Al Quran *CMCO	30 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00) *CMCO		Gayathiri:Sun,Wed Shirley :Sun,Fri Ros: Sun,Mon LindaW:Sun,Fri	Gayathiri = 29 hrs Shirley = 29 hrs Ros = 20 hrs LindaW = 20 hrs

Prepared by :
Gayathiri

Reviewed by :
Darren Ng

Approved by:
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 2021
- Chinese New Year (2 days)	12 February & 13 February 2021
- Labor Day	1 May 2021
- Hari Raya Puasa (2 days)	13 & 14 May 2021
- Yang Di-Pertuan Agong's Birthday	7 June 2021
- Penang Governor's Birthday	10 July 2021
- National Day	31 August 2021
- Malaysia Day	16 September 2021
- Deepavali	4 November 2021
- Christmas	25 December 2021

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.