

TIC April 2021 Duty Roster

April 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Staff total Working hours Gayathiri= 164 hrs Ros= 110 hrs LindaW= 105 hrs Shirley= 159 hrs				1 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL/PM) Ros (9:00-14:00)	2 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00)	3 (8hrs 08:30 - 17:30) Gayathiri Linda(10:00 -15:00) Ros (AL)
4 (5hrs) 08:30 - 13:30 Gayathiri Linda Ros (AL)	5 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00)	6 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00)	7 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00)	8 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00)	9 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00)	10 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (09.00-14:00)
11 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	12 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00)	13 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00)	14 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00)	15 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00)	16 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00)	17 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (AL) Linda(10:00 -15:00)
18 (5hrs) 08:30 - 13:30 Shirley Ros (AL) Linda	19 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00)	20 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00)	21 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00)	22 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00)	23 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00)	24 (8hrs 08:30 - 17:30) Shirley Ros (09.00-14:00)
25 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	26 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00)	27 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00)	28 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00)	29 (5hrs) 08:30 -13:30 Gayathiri Ros Linda *Nuzul Al Quran	30 (8hrs) 08:30 -17:30 Gayathiri Ros (9:00-14:00)	

Staff Off Days	Total Hours Per Week
Gayathiri:n/a Shirley :Sat Ros:n/a LindaW:Thurs	Gayathiri = 24 hrs Shirley = 16 hrs Ros = 15 hrs LindaW = 10 hrs
Gayathiri:Thurs,Fri Shirley :Sun,Mon Ros:Mon,Tues LindaW:Fri,Sat	Gayathiri = 37 hrs Shirley = 40 hrs Ros = 25 hrs LindaW = 25 hrs
Gayathiri:Wed,Thurs Shirley :Mon,Tue Ros:Mon,Tues LindaW:Sun,Fri	Gayathiri = 37 hrs Shirley = 37 hrs Ros = 25 hrs LindaW = 25 hrs
Gayathiri:Sun,Sat Shirley :Mon,Tues Ros:Mon,Tues LindaW:Fri,Sat	Gayathiri = 40 hrs Shirley = 37 hrs Ros = 25 hrs LindaW = 25 hrs
Gayathiri:Mon,Tue Shirley :Thurs,Fri Ros: Sun,Mon LindaW:Sun,Fri	Gayathiri = 26 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.