

TIC January 2021 Duty Roster

January 2021							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
					1 TIC Closed <i>*New Year</i>	2 (8hrs 08:30 - 17:30 Shirley Ros (09.00-14:00)	Gayathiri:Sat Shirley :n/a Ros: n/a LindaW:n/a Amani:Sat	Gayathiri = 0 hrs Shirley = 8 hrs Ros = 5 hrs LindaW = 0 hrs Amani = 0 hrs
3 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	4 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Nur Amani Cheryl	5 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Nur Amani Cheryl	6 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Nur Amani Cheryl	7 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Nur Amani Cheryl	8 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00) Nur Amani	9 (8hrs 08:30 - 17:30 Gayathiri (AL) Shirley Linda(10:00 -15:00) Ros (09.00-14:00)	Gayathiri:Wed,Thurs Shirley :Mon,Tues Ros: Sun,Tues LindaW:Sun,Thurs Amani:Sun,Sat	Gayathiri = 37 hrs Shirley = 37 hrs Ros = 25 hrs LindaW = 25 hrs Amani = 40 hrs
10 (5hrs) 08:30 - 13:30 Shirley Linda Ros	11 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Nur Amani Cheryl	12 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Cheryl	13 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Cheryl	14 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Linda(11:00-16:00) Ros (9:00-14:00) Cheryl	15 (8hrs) 08:30 -17:30 Gayathiri (AL) Shirley Ros (9:00-14:00) Cheryl	16 (8hrs 08:30 - 17:30 Gayathiri (AL) Shirley Ros (09.00-14:00)	Gayathiri:Sun,Wed Shirley :Mon,Tues Ros: Mon,Tues LindaW:Fri,Sat Amani:Sun	Gayathiri = 40 hrs Shirley = 37 hrs Ros = 25 hrs LindaW = 25 hrs Amani = 8 hrs
17 (5hrs) 08:30 - 13:30 Gayathiri Shirley Ros	18 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Cheryl	19 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Cheryl	20 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00) Cheryl	21 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00) Cheryl	22 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) Cheryl	23 (8hrs 08:30 - 17:30 Shirley Ros (09.00-14:00)	Gayathiri:Fri,Sat Shirley :Wed,Thurs Ros: Mon,Tues LindaW:Sun,Sat	Gayathiri = 37 hrs Shirley = 37 hrs Ros = 25 hrs LindaW = 25 hrs
24 (5hrs) 08:30 - 13:30 Gayathiri Linda Ros	25 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Cheryl	26 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Cheryl	27 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00) Cheryl	28 (5hrs) 08:30 -13:30 Gayathiri (AL) AM Shirley Shirley Linda Ros Cheryl <i>*Thaipusam</i>	29 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Cheryl	30 (8hrs 08:30 - 17:30 Shirley Ros (09.00-14:00)	Gayathiri:Fri,Sat Shirley :Sun,Mon Ros: Mon,Tues LindaW:Fri,Sat	Gayathiri = 34 hrs Shirley = 37 hrs Ros = 25 hrs LindaW = 25 hrs
31 (5hrs) 08:30 - 13:30 Shirley Linda Ros	Staff total Working hours Gayathiri= 148 hrs Ros= 110 hrs LindaW= 105 hrs Shirley= 161 hrs Nur Amani= 48hrs						Gayathiri:Sun Shirley :n/a Ros: n/a LindaW:n/a	Gayathiri = 0 hrs Shirley = 5 hrs Ros =5 hrs LindaW = 5 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Darren Ng

Ooi Chok Yan

Shirley

Linda Wong

Ros

Nur Amani

Cheryl

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.