

TIC March 2021 Duty Roster

March 2021							Staff Off Days	Total Hours Per Week
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
	1 (7hrs) 08:30 -16:30 Gayathiri Shirley (WFH) Linda (WFH) Ros (WFH) *MCO	2 (7hrs) 08:30 -16:30 Gayathiri (WFH) Shirley (AL) Linda (WFH) Ros (WFH) *MCO	3 (7hrs) 08:30 -16:30 Gayathiri (WFH) Shirley (WFH) Linda Ros *MCO	4 (7hrs) 08:30 -16:30 Gayathiri (WFH) Shirley (WFH) Linda (WFH) Ros (WFH) *MCO	5 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00) *CMCO	6 (8hrs 08:30 - 17:30 Shirley Ros (9:00-14:00) *CMCO	Gayathiri:Sat Shirley :n/a Ros:n/a LindaW:Sat	Gayathiri = 36 hrs Shirley = 44 hrs Ros = 26 hrs LindaW = 21 hrs
7 TIC CLOSED *CMCO	8 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00) *CMCO	9 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) *CMCO	10 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00) *CMCO	11 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00) *CMCO	12 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00) *CMCO	13 (8hrs 08:30 - 17:30 Gayathiri Shirley Ros (9:00-14:00) *CMCO	Gayathiri:Sun Shirley :Sun,Mon Ros:Sun, Tues LindaW:Sun,Sat	Gayathiri = 48 hrs Shirley = 40 hrs Ros = 25 hrs LindaW = 25 hrs
14 TIC CLOSED *CMCO	15 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) *CMCO	16 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00) *CMCO	17 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00) *CMCO	18 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00) *CMCO	19 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00)	20 (8hrs 08:30 - 17:30 Gayathiri Shirley Ros (9:00-14:00)	Gayathiri:Sun,Mon Shirley :Sun,Thurs Ros:Sun,Mon LindaW:Sun,Sat	Gayathiri = 40 hrs Shirley = 40 hrs Ros = 25 hrs LindaW = 25 hrs
21 5hrs) 08:30 - 13:30 Shirley Ros Linda	22 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Linda(11:00-16:00)	23 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00)	24 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00)	25 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	26 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00)	27 (8hrs 08:30 - 17:30 Gayathiri Shirley Ros (9:00-14:00)	Gayathiri:Sun,Thurs Shirley :Tues,Wed Ros: Mon,Tues LindaW:Fri,Sat	Gayathiri = 40 hrs Shirley = 37 hrs Ros = 25 hrs LindaW = 25 hrs
28 (5hrs) 08:30 -13:30 Shirley Ros Linda	29 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00)	30 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00)	31 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00)	Staff total Working hours Gayathiri= 180 hrs Ros= 111 hrs LindaW= 116 hrs Shirley= 174 hrs			Gayathiri:Sun,Wed Shirley :Mon,Tues Ros: Mon,Tues LindaW:n/a	Gayathiri = 16 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 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.

