

TIC March 2021 Duty Roster

March 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00) *CMCO	20 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (9:00-14:00) *CMCO
21 TIC CLOSED *CMCO	22 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Linda(11:00-16:00) *CMCO	23 (8hrs) 08:30 -17:30 Gayathiri Linda(11:00-16:00) Ros (9:00-14:00) *CMCO	24 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00) *CMCO	25 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) *CMCO	26 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00) *CMCO	27 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (9:00-14:00) *CMCO
28 TIC CLOSED *CMCO	29 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) *CMCO	30 (8hrs) 08:30 -17:30 Gayathiri Shirley Linda(11:00-16:00) Ros (9:00-14:00) *CMCO	31 (8hrs) 08:30 -17:30 Shirley Linda(11:00-16:00) Ros (9:00-14:00) *CMCO	Staff total Working hours Gayathiri= 180 hrs Ros= 111 hrs LindaW= 111 hrs Shirley= 188 hrs		

Gayathiri:Sun,Mon
Shirley :Sun,Thurs
Ros:Sun,Mon
LindaW:Sun,Sat
Gayathiri = 40 hrs
Shirley = 40 hrs
Ros = 25 hrs
LindaW = 25 hrs

Gayathiri:Sun,Thurs
Shirley :Sun,Tues
Ros:Sun, Mon
LindaW:Sun,Sat
Gayathiri = 40 hrs
Shirley = 40 hrs
Ros = 25 hrs
LindaW = 25 hrs

Gayathiri:Sun,Wed
Shirley :Sun
Ros: Sun,Mon
LindaW:Sun
Gayathiri = 16 hrs
Shirley = 24 hrs
Ros = 10 hrs
LindaW = 15 hrs

Prepared by :

Reviewed by :

Approved by:

Gayathiri

Darren Ng

Ooi Chok Yan

Shirley

Linda Wong

Ros

**Revised from 19 March until 31st March due to CMCO extension

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.

