

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 <i>TIC CLOSED</i> *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 <i>TIC CLOSED</i> *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) *CMCO	20 (8hrs 08:30 - 17:30) Gayathiri Shirley Ros (9:00-14:00) *CMCO	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 <i>TIC CLOSED</i> *CMCO	22 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL) Linda(11:00-16:00) *CMCO	23 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00) *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 Gayathiri Ros (9:00-14:00) Linda(11:00-16:00) *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	Gayathiri:Sun,Tues Shirley :Sun,Thurs Ros:Sun, Mon LindaW:Sun,Sat	Gayathiri = 40 hrs Shirley = 40 hrs Ros = 25 hrs LindaW = 25 hrs
TIC CLOSED *CMCO	29 (8hrs) 08:30 -17:30 Gayathiri Shirley (AL/PM) Linda(11:00-16:00) *CMCO	30 (8hrs) 08:30 -17:30 Gayathiri Shirley Ros (9:00-14:00) Linda(11:00-16:00) *CMCO	31 (8hrs) 08:30 -17:30 Shirley Ros (9:00-14:00) Linda(11:00-16:00) *CMCO	Staff total working hours: Gayathiri= 180 hrs Ros= 111 hrs LindaW= 111 hrs Shirley= 188 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 :
Gayathiri

Reviewed by :
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Approved by:
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.

