

TIC Duty Roster - December 2021

◀ November December 2021						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Staff Total Working Hours: Shirley = 168 hrs Rosalind = 110 hrs Linda = 100 hrs			1 Shirley Ros (09:00-14:00) Linda(11:00-16:00) Izzaty	2 Shirley Ros (09:00-14:00) Izzaty	3 Shirley Ros (09:00-14:00) Izzaty	4 Ros (09:00-14:00) Linda(10:00-15:00)
5 Ros Linda	6 Shirley (AL) Linda(09:00-17:00) Izzaty	7 Shirley (AL) Linda(09:00-17:00) Izzaty	8 Shirley Ros (09:00-14:00) Linda(11:00-16:00) Izzaty	9 Shirley Ros (09:00-14:00) Izzaty	10 Shirley Ros (09:00-14:00) Izzaty	11 Ros (09:00-14:00) Linda(10:00-15:00)
12 Ros Linda	13 Shirley (AL) Linda(09:00-17:00) Izzaty	14 Shirley Linda(11:00-16:00) Izzaty	15 Shirley Ros (09:00-14:00) Linda(11:00-16:00) Izzaty	16 Shirley Ros (09:00-14:00) Izzaty	17 Shirley Ros (09:00-14:00) Izzaty	18 Ros (09:00-14:00) Linda(10:00-15:00)
19 Ros Linda	20 Shirley Linda(11:00-16:00) Izzaty	21 Shirley Linda(11:00-16:00) Izzaty	22 Ros (09:00-14:00) Linda(12:00-17:00) Izzaty	23 Shirley Ros (09:00-14:00) Izzaty	24 Shirley Ros (09:00-14:00) Izzaty	25 TIC CLOSED * Christmas Day
26 Ros Linda	27 Shirley (AL) Linda(09:00-17:00) Izzaty	28 Shirley (AL) Linda(09:00-17:00) Izzaty	29 Ros (09:00-14:00) Linda(12:00-17:00) Izzaty	30 Shirley Ros (09:00-14:00) Izzaty	31 Shirley Ros (09:00-14:00) Izzaty	

Staff Off Days

Shirley: Sat
 Rosalind: N/A
 Linda: Thu, Fri

Shirley: Sun, Sat
 Rosalind: Mon, Tue
 Linda: Thu, Fri

Shirley: Sun, Sat
 Rosalind: Mon, Tue
 Linda: Thu, Fri

Shirley: Sun, Wed
 Rosalind: Mon, Tue
 Linda: Thu, Fri

Shirley: Sun, Wed
 Rosalind: Mon, Tue
 Linda: Thu, Fri

Total Hours Per Week

Shirley: 24 hrs
 Rosalind: 20 hrs
 Linda: 10 hrs

Shirley: 40 hrs
 Rosalind: 25 hrs
 Linda: 25 hrs

Shirley: 40 hrs
 Rosalind: 25 hrs
 Linda: 25 hrs

Shirley: 32 hrs
 Rosalind: 20 hrs
 Linda: 20 hrs

Shirley: 32 hrs
 Rosalind: 20 hrs
 Linda: 20 hrs

Prepared by:

Shirley

Reviewed by:

Darren

Approved by:

Ooi Chok Yan

Acknowledge by:

Rosalind

Linda

Izzaty