

TIC Duty Roster - November 2021

◀ October	November 2021						December ▶
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
	1 Shirley Linda(11:00-16:00) Izzaty	2 Shirley Ros (09:00-14:00) Linda(11:00-16:00) Izzaty	3 Ros (09:00-14:00) Linda(12:00-17:00) Izzaty	4 TIC CLOSED * Deepavali	5 Shirley Ros (09:00-14:00)	6 Shirley Ros (09:00-14:00)	
7 (5hrs) 08:30-13:30 Shirley Ros	8 Shirley Linda(11:00-16:00) Izzaty	9 Shirley Linda(11:00-16:00) Izzaty	10 Shirley Ros (09:00-14:00) Izzaty	11 Shirley Ros (09:00-14:00) Linda(11:00-16:00)	12 Ros (09:00-14:00) Linda(12:00-17:00) Izzaty	13 Ros (09:00-14:00) Linda(10:00-15:00)	
14 (5hrs) 08:30-13:30 Ros Linda	15 Shirley Linda(11:00-16:00) Izzaty	16 Shirley Linda(11:00-16:00) Izzaty	17 Ros (09:00-14:00) Linda(12:00-17:00) Izzaty	18 Shirley (AL) Ros (09:00-14:00) Linda(12:00-17:00)	19 Shirley Ros (09:00-14:00) Izzaty	20 Shirley Ros (09:00-14:00)	
21 (5hrs) 08:30-13:30 Shirley Ros	22 Shirley Linda(11:00-16:00) Izzaty	23 Shirley Linda(11:00-16:00) Izzaty	24 Shirley Ros (09:00-14:00) Izzaty	25 Shirley (AL) Ros (09:00-14:00) Linda(12:00-17:00)	26 Ros (09:00-14:00) Linda(12:00-17:00) Izzaty	27 Ros (09:00-14:00) Linda(10:00-15:00)	
28 (5hrs) 08:30-13:30 Ros Linda	29 Shirley (AL/PM) Linda(12:00-17:00) Izzaty	30 Shirley Linda(11:00-16:00) Izzaty	Staff Total Working Hours: Shirley = 162 hrs Rosalind = 100 hrs Linda = 105 hrs				

Staff Off Days

Shirley: Wed
Rosalind: Mon
Linda: Fri, Sat

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

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

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

Shirley: Sun
Rosalind: Mon, Tue
Linda: N/A

Total Hours Per Week

Shirley: 32 hrs
Rosalind: 20 hrs
Linda: 15 hrs

Shirley: 37 hrs
Rosalind: 25 hrs
Linda: 25 hrs

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

Shirley: 37 hrs
Rosalind: 25 hrs
Linda: 25 hrs

Shirley: 16 hrs
Rosalind: 5 hrs
Linda: 15 hrs

Prepared by:

Shirley

Reviewed by:

Darren

Approved by:

Ooi Chok Yan

Acknowledge by:

Rosalind

Linda

1) TIC observes the 10 days of public holidays as follows:

- New Year's Day	01 January 2021
- Chinese New Year (2 days)	12 & 13 February 2021
- Labor Day	01 May 2021
- Hari Raya Puasa (2 days)	13 & 14 May 2021
- Yang Di-Pertuan Agong's Birthday	07 June 2021
- Penang Governor's Birthday	10 July 2021
- National Day	31 August 2021
- Malaysia Day	16 September 2021
- Deepavali	04 November 2021
- Christmas Day	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.