

TIC Duty Roster - April 2022

◀ March April 2022 May ▶						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Staff Total Working Hours: Shirley = 162 hrs Sara Jane = 173 hrs Rosalind = 110 hrs Linda = 105 hrs					1 (8hrs) 08:30-17:30 Shirley Sara Jane Ros (09:00-14:00)	2 (8hrs) 08:30-17:30 Sara Jane Ros (09:00-14:00) Linda(10:00-15:00)
3 (5hrs) 08:30-13:30 Ros Linda	4 (8hrs) 08:30-17:30 Sara Jane Linda(11:00-16:00)	5 (8hrs) 08:30-17:30 Shirley Sara Jane Linda(11:00-16:00)	6 (8hrs) 08:30-17:30 Shirley Sara Jane Ros (09:00-14:00) Linda(11:00-16:00)	7 (8hrs) 08:30-17:30 Shirley Sara Jane Ros (09:00-14:00)	8 (8hrs) 08:30-17:30 Shirley Sara Jane Ros (09:00-14:00)	9 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Linda(10:00-15:00)
10 (5hrs) 08:30-13:30 Ros Linda	11 (8hrs) 08:30-17:30 Sara Jane Linda(11:00-16:00)	12 (8hrs) 08:30-17:30 Shirley Sara Jane Linda(11:00-16:00)	13 (8hrs) 08:30-17:30 Shirley Sara Jane Ros (09:00-14:00) Linda(11:00-16:00)	14 (8hrs) 08:30-17:30 Shirley Sara Jane Ros (09:00-14:00)	15 (8hrs) 08:30-17:30 Shirley Sara Jane (AL) Ros (09:00-14:00)	16 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Linda(10:00-15:00)
17 (5hrs) 08:30-13:30 Ros Linda	18 (8hrs) 08:30-17:30 Sara Jane Linda(11:00-16:00)	19 (5hrs) 08:30-13:30 Shirley Sara Jane (AL) Linda <i>* Nuzul Al- Quran</i>	20 (8hrs) 08:30-17:30 Shirley Sara Jane Ros (09:00-14:00) Linda(11:00-16:00)	21 (8hrs) 08:30-17:30 Shirley Sara Jane Ros (09:00-14:00) Linda(11:00-16:00)	22 (8hrs) 08:30-17:30 Shirley Sara Jane Ros (09:00-14:00)	23 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00)
24 (5hrs) 08:30-13:30 Shirley Ros Linda	25 (8hrs) 08:30-17:30 Sara Jane Linda(11:00-16:00)	26 (8hrs) 08:30-17:30 Sara Jane Linda(11:00-16:00)	27 (8hrs) 08:30-17:30 Shirley (AL) Sara Jane Ros (09:00-14:00) Linda(11:00-16:00)	28 (8hrs) 08:30-17:30 Shirley Sara Jane Ros (09:00-14:00) Linda(11:00-16:00)	29 (8hrs) 08:30-17:30 Shirley Sara Jane Ros (09:00-14:00)	30 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00)

Staff Off Days Total Hours Per Week

Shirley: Sat
 Sara Jane: N/A
 Rosalind: N/A
 Linda: Fri
 Shirley: 8 hrs
 Sara Jane: 16 hrs
 Rosalind: 10 hrs
 Linda: 5 hrs

Shirley: Sun, Mon
 Sara Jane: Sun, Sat
 Rosalind: Mon, Tue
 Linda: Thu, Fri
 Shirley: 40 hrs
 Sara Jane: 40 hrs
 Rosalind: 25 hrs
 Linda: 25 hrs

Shirley: Sun, Mon
 Sara Jane: Sun, Sat
 Rosalind: Mon, Tue
 Linda: Thu, Fri
 Shirley: 40 hrs
 Sara Jane: 40 hrs
 Rosalind: 25 hrs
 Linda: 25 hrs

Shirley: Sun, Mon
 Sara Jane: Sun, Sat
 Rosalind: Mon, Tue
 Linda: Fri, Sat
 Shirley: 37 hrs
 Sara Jane: 37 hrs
 Rosalind: 25 hrs
 Linda: 25 hrs

Shirley: Mon, Tue
 Sara Jane: Sun, Sat
 Rosalind: Mon, Tue
 Linda: Fri, Sat
 Shirley: 37 hrs
 Sara Jane: 40 hrs
 Rosalind: 25 hrs
 Linda: 25 hrs

Prepared by:	Reviewed by:	Approved by:	Acknowledge by:
Shirley	Darren	Ooi Chok Yan	Sara Jane Rosalind Linda

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

- New Year's Day	01 January 2022
- Chinese New Year (2 days)	01 & 02 February 2022
- Labor Day	01 May 2022
- Hari Raya Puasa (2 days)	03 & 04 May 2022
- Yang Di-Pertuan Agong's Birthday	06 June 2022
- Penang Governor's Birthday	09 July 2022
- National Day	31 August 2022
- Malaysia Day	16 September 2022
- Deepavali	24 October 2022
- Christmas Day	25 December 2022

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.