

TIC Duty Roster - February 2022

February 2022						
◀ January						March ▶
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 TIC CLOSED <i>* Chinese New Year</i>	2 TIC CLOSED <i>* Chinese New Year</i>	3 (8hrs) 08:30-17:30 Sara Jane Linda(11:00-16:00)	4 (8hrs) 08:30-17:30 Sara Jane Ros (AL)	5 (8hrs) 08:30-17:30 Shirley Ros (AL)
6 (5hrs) 08:30-13:30 Shirley Ros (AL) Linda	7 (8hrs) 08:30-17:30 Shirley Sara Jane Linda(11:00-16:00)	8 (8hrs) 08:30-17:30 Shirley Sara Jane Linda(11:00-16:00)	9 (8hrs) 08:30-17:30 Shirley (AL) Sara Jane Ros (09:00-14:00) Linda(11:00-16:00)	10 (8hrs) 08:30-17:30 Shirley (AL) Sara Jane Ros (09:00-14:00)	11 (8hrs) 08:30-17:30 Sara Jane Ros (09:00-14:00)	12 (8hrs) 08:30-17:30 Ros (09:00-14:00) Linda(10:00-15:00)
13 (5hrs) 08:30-13:30 Ros Linda	14 (8hrs) 08:30-17:30 Shirley (AL) Sara Jane Linda(11:00-16:00)	15 (8hrs) 08:30-17:30 Shirley (AL) Sara Jane Linda(11:00-16:00)	16 (8hrs) 08:30-17:30 Shirley Sara Jane Ros (09:00-14:00) Linda(11:00-16:00)	17 (8hrs) 08:30-17:30 Shirley Sara Jane Ros (09:00-14:00)	18 (8hrs) 08:30-17:30 Shirley Sara Jane Ros (09:00-14:00)	19 (8hrs) 08:30-17:30 Ros (09:00-14:00) Linda(10:00-15:00)
20 (5hrs) 08:30-13:30 Ros Linda	21 (8hrs) 08:30-17:30 Shirley Sara Jane Linda(11:00-16:00)	22 (8hrs) 08:30-17:30 Shirley Sara Jane Linda(11:00-16:00)	23 (8hrs) 08:30-17:30 Shirley Sara Jane Ros (09:00-14:00) Linda(11:00-16:00)	24 (8hrs) 08:30-17:30 Shirley Sara Jane Ros (09:00-14:00)	25 (8hrs) 08:30-17:30 Shirley Sara Jane (AL) Ros (09:00-14:00)	26 (8hrs) 08:30-17:30 Ros (09:00-14:00) Linda(10:00-15:00)
27 (5hrs) 08:30-13:30 Ros Linda	28 (8hrs) 08:30-17:30 Shirley Sara Jane (AL) Linda(11:00-16:00)	Staff Total Working Hours: Shirley = 133 hrs Sara Jane = 144 hrs Rosalind = 90 hrs Linda = 90 hrs				

Staff Off Days

Shirley: Thu, Fri
Sara Jane: Sat
Rosalind: Thu
Linda: Fri, Sat

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

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

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

Shirley: Sun
Sara Jane: Sun
Rosalind: Mon
Linda: N/A

Total Hours Per Week

Shirley: 8 hrs
Sara Jane: 16 hrs
Rosalind: 10 hrs
Linda: 5 hrs

Shirley: 37 hrs
Sara Jane: 40 hrs
Rosalind: 25 hrs
Linda: 25 hrs

Shirley: 40 hrs
Sara Jane: 40 hrs
Rosalind: 25 hrs
Linda: 25 hrs

Shirley: 40 hrs
Sara Jane: 40 hrs
Rosalind: 25 hrs
Linda: 25 hrs

Shirley: 8 hrs
Sara Jane: 8 hrs
Rosalind: 5 hrs
Linda: 10 hrs

Prepared by:

Shirley

Reviewed by:

Darren

Approved by:

Ooi Chok Yan

Acknowledge by:

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.