

TIC Duty Roster - January 2022

January 2022							February ►
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
						1 TIC CLOSED <i>* New Year's Day</i>	
2 (5hrs) 08:30-13:30 Ros Linda	3 (8hrs) 08:30-17:30 Shirley Sara Jane Linda(11:00-16:00) Izzaty	4 (8hrs) 08:30-17:30 Shirley Sara Jane Linda(11:00-16:00) Izzaty	5 (8hrs) 08:30-17:30 Shirley Sara Jane Ros (09:00-14:00) Linda(11:00-16:00) Izzaty	6 (8hrs) 08:30-17:30 Shirley Sara Jane Ros (09:00-14:00) Izzaty	7 (8hrs) 08:30-17:30 Shirley Sara Jane Ros (09:00-14:00) Izzaty	8 (8hrs) 08:30-17:30 Ros (09:00-14:00) Linda(10:00-15:00)	
9 (5hrs) 08:30-13:30 Sara Jane Ros Linda	10 (8hrs) 08:30-17:30 Shirley Sara Jane Linda(11:00-16:00) Izzaty	11 (8hrs) 08:30-17:30 Shirley Linda(11:00-16:00) Izzaty	12 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Linda(11:00-16:00) Izzaty	13 (8hrs) 08:30-17:30 Shirley Sara Jane Ros (09:00-14:00) Izzaty	14 (8hrs) 08:30-17:30 Shirley Sara Jane Ros (09:00-14:00)	15 (8hrs) 08:30-17:30 Sara Jane Ros (09:00-14:00) Linda(10:00-15:00)	
16 (5hrs) 08:30-13:30 Ros Linda	17 (8hrs) 08:30-17:30 Shirley Sara Jane Linda(11:00-16:00)	18 (5hrs) 08:30-13:30 Shirley Sara Jane Linda <i>* Thaipusam</i>	19 (8hrs) 08:30-17:30 Sara Jane Ros (09:00-14:00) Linda(11:00-16:00)	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)	22 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00)	
23 (5hrs) 08:30-13:30 Ros Linda	24 (8hrs) 08:30-17:30 Shirley (AL/AM) Sara Jane Linda(09:00-14:00)	25 (8hrs) 08:30-17:30 Shirley Sara Jane Linda(11:00-16:00)	26 (8hrs) 08:30-17:30 Shirley Sara Jane Ros(09:00-14:00)	27 (8hrs) 08:30-17:30 Shirley (AL/AM) Sara Jane Ros (09:00-14:00)	28 (8hrs) 08:30-17:30 Shirley (AL) Sara Jane Ros (09:00-14:00) Linda(11:00-16:00)	29 (8hrs) 08:30-17:30 Ros (09:00-14:00) Linda(10:00-15:00)	
30 (5hrs) 08:30-13:30 Shirley Ros Linda	31 (8hrs) 08:30-17:30 Shirley Sara Jane Linda(10:00-15:00)	Staff Total Working Hours: Shirley = 170 hrs Sara Jane = 162 hrs Rosalind = 105 hrs Linda = 110 hrs					

Staff Off Days Total Hours Per Week

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

Shirley: 0 hrs
Sara Jane: 0 hrs
Rosalind: 0 hrs
Linda: 0 hrs

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

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

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

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

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

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

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

Shirley: 13 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

Izzaty

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.