

TIC Duty Roster - July 2022

◀ June July 2022 August ▶						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00)	2 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00)
3 (5hrs) 08:30-13:30 Izzaty Ros	4 (8hrs) 08:30-17:30 Izzaty Moony	5 (8hrs) 08:30-17:30 Shirley Izzaty Moony	6 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Moony	7 (5hrs) 08:30-13:30 Shirley Ros * UNESCO World Heritage Day	8 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Moony	9 TIC CLOSED * Penang Governor's Birthday
10 (5hrs) 08:30-13:30 Shirley Ros	11 (5hrs) 08:30-13:30 Shirley * Hari Raya Haji	12 (8hrs) 08:30-17:30 Shirley Izzaty	13 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00)	14 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00)	15 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00)	16 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00)
17 (5hrs) 08:30-13:30 Shirley Izzaty Ros	18 (8hrs) 08:30-17:30 Shirley Izzaty	19 (8hrs) 08:30-17:30 Shirley Izzaty	20 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00)	21 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00)	22 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00)	23 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00)
24 (5hrs) 08:30-13:30 Izzaty Ros	25 (8hrs) 08:30-17:30 Izzaty	26 (8hrs) 08:30-17:30 Shirley (AL) Izzaty	27 (8hrs) 08:30-17:30 Shirley (AL) Izzaty Ros (09:00-14:00)	28 (8hrs) 08:30-17:30 Shirley (AL) Izzaty Ros (09:00-14:00)	29 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00)	30 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00)
31 (5hrs) 08:30-13:30 Shirley Ros	Staff Total Working Hours: Shirley = 161 hrs Izzaty = 151 hrs Rosalind = 110 hrs Moony = 32 hrs					

Staff Off Days	Total Hours Per Week
Shirley: N/A Izzaty: Sat Rosalind: N/A Moony: Fri, Sat	Shirley: 16 hrs Izzaty: 8 hrs Rosalind: 10 hrs Moony: 0 hrs
Shirley: Sun, Mon Izzaty: Thu, Fri Rosalind: Mon, Tue Moony: Sun, Thu	Shirley: 29 hrs Izzaty: 29 hrs Rosalind: 20 hrs Moony: 32 hrs
Shirley: Fri, Sat Izzaty: Sun, Mon Rosalind: Mon, Tue	Shirley: 34 hrs Izzaty: 40 hrs Rosalind: 25 hrs
Shirley: Fri, Sat Izzaty: Wed, Thu Rosalind: Mon, Tue	Shirley: 37 hrs Izzaty: 37 hrs Rosalind: 25 hrs
Shirley: Sun, Mon Izzaty: Fri, Sat Rosalind: Mon, Tue	Shirley: 40 hrs Izzaty: 37 hrs Rosalind: 25 hrs
Shirley: N/A Izzaty: Sun Rosalind: N/A	Shirley: 5 hrs Izzaty: 0 hrs Rosalind: 5 hrs

Prepared by:

Shirley

Approved by:

Ooi Chok Yan

Acknowledged by:

Izzaty

Rosalind

Moony

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)	02 & 03 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.