

TIC Duty Roster - June 2022

◀ May June 2022 July ▶						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 (8hrs) 08:30-17:30 Shirley (EL) Izzaty Ros (09:00-14:00) Moony	2 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00) Moony	3 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(11:00-16:00) Moony (RL-3hrs)	4 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Linda (RL-1hr)
5 (5hrs) 08:30-13:30 Shirley Ros Linda (RL)	6 TIC CLOSED * Yang Di-Pertuan Agong's Birthday	7 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00) Moony	8 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00) Moony	9 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Moony	10 (8hrs) 08:30-17:30 Shirley Izzaty Ros (RPH-06 Jun) Linda(11:00-16:00)	11 (8hrs) 08:30-17:30 Shirley Moony Ros (AL) Linda(10:00-15:00)
12 (5hrs) 08:30-13:30 Moony Ros (AL) Linda	13 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00) Moony	14 (8hrs) 08:30-17:30 Shirley Izzaty Linda(11:00-16:00) Moony	15 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Moony	16 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Moony	17 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda (RL)	18 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Linda (RL)
19 (5hrs) 08:30-13:30 Izzaty Ros Linda (RL)	20 (8hrs) 08:30-17:30 Shirley Izzaty Linda (RL) Moony	21 (8hrs) 08:30-17:30 Shirley Izzaty Linda (AL) Moony	22 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00)	23 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Moony	24 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Linda (AL) Moony	25 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00) Linda (AL) Moony
26 (5hrs) 08:30-13:30 Ros Linda (AL) Moony	27 (8hrs) 08:30-17:30 Izzaty Linda (AL) Moony	28 (8hrs) 08:30-17:30 Shirley Izzaty Linda (AL) Moony	29 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Moony	30 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Moony	Staff Total Working Hours: Shirley = 157 hrs Izzaty = 165 hrs Rosalind = 105 hrs Linda = 69 hrs Moony = 167 hrs	

Staff Off Days

Total Hours Per Week

Shirley: Thu
Izzaty: Sat
Rosalind: N/A
Linda: Wed, Thu
Moony: Sat

Shirley: 24 hrs
Izzaty: 24 hrs
Rosalind: 20 hrs
Linda: 9 hrs
Moony: 21 hrs

Shirley: Tue, Wed
Izzaty: Sun, Sat
Rosalind: Tue, Fri
Linda: Wed, Thu
Moony: Sun, Fri

Shirley: 29 hrs
Izzaty: 32 hrs
Rosalind: 20 hrs
Linda: 15 hrs
Moony: 32 hrs

Shirley: Sun, Mon
Izzaty: Sun, Sat
Rosalind: Mon, Tue
Linda: Wed, Thu
Moony: Fri, Sat

Shirley: 40 hrs
Izzaty: 40 hrs
Rosalind: 25 hrs
Linda: 15 hrs
Moony: 37 hrs

Shirley: Sun, Sat
Izzaty: Thu, Fri
Rosalind: Mon, Tue
Linda: Wed, Thu
Moony: Sun, Wed

Shirley: 40 hrs
Izzaty: 37 hrs
Rosalind: 25 hrs
Linda: 15 hrs
Moony: 40 hrs

Shirley: Sun, Mon
Izzaty: Sun
Rosalind: Mon, Tue
Linda: Wed, Thu
Moony: N/A

Shirley: 24 hrs
Izzaty: 32 hrs
Rosalind: 15 hrs
Linda: 15 hrs
Moony: 37 hrs

Prepared by:

Shirley

Approved by:

Ooi Chok Yan

Acknowledged by:

Izzaty

Rosalind

Linda

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.