

◀ April		May 2022					June ▶
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
1 TIC CLOSED * Labour Day	2 (5hrs) 08:30-13:30 Linda	3 TIC CLOSED	4 TIC CLOSED	5 (8hrs) 08:30-17:30 Shirley Ros Moony	6 (8hrs) 08:30-17:30 Shirley Ros Moony	7 Ros (09:00-14:00) Linda(10:00-15:00)	
8 (5hrs) 08:30-13:30 Ros Linda	9 (8hrs) 08:30-17:30 Shirley Linda(11:00-16:00) Moony	10 (8hrs) 08:30-17:30 Shirley Linda(11:00-16:00) Moony	11 (8hrs) 08:30-17:30 Shirley Ros (RPH-May03) Linda(11:00-15:00) Moony	12 (8hrs) 08:30-17:30 Shirley Ros (AL) Moony	13 (8hrs) 08:30-17:30 Shirley Ros (AL) Moony	14 Ros (AL) Linda(09:00-15:00)	
15 (5hrs) 08:30-13:30 Linda	16 (5hrs) 08:30-13:30 Shirley Linda Moony * RPH-Wesak Day	17 (8hrs) 08:30-17:30 Shirley Linda(11:00-16:00) Moony	18 (8hrs) 08:30-17:30 Shirley Linda(11:00-15:00) Moony	19 (8hrs) 08:30-17:30 Shirley Moony	20 (8hrs) 08:30-17:30 Shirley Moony	21 Linda(09:00-15:00)	
22 (5hrs) 08:30-13:30 Linda	23 (8hrs) 08:30-17:30 Shirley Linda(11:00-16:00) Moony	24 (8hrs) 08:30-17:30 Shirley Linda(11:00-15:00) Moony	25 (8hrs) 08:30-17:30 Shirley Moony	26 (8hrs) 08:30-17:30 Shirley Moony	27 (8hrs) 08:30-17:30 Shirley (AL/AM) Linda(08:30-13:30) Moony	28 Linda(09:00-15:00)	
29 (5hrs) 08:30-13:30 Ros Linda	30 (8hrs) 08:30-17:30 Shirley Linda(11:00-16:00) Moony	31 (8hrs) 08:30-17:30 Shirley Linda(11:00-16:00) Moony	Staff Total Working Hours: Shirley = 149 hrs Rosalind = 40 hrs Linda = 100 hrs Moony = 149 hrs				

Staff Off Days Total Hours Per Week

Shirley: Mon, Sat
Rosalind: Mon
Linda: Thu, Fri
Moony: Mon, Sat

Shirley: 16 hrs
Rosalind: 15 hrs
Linda: 10 hrs
Moony: 16 hrs

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

Shirley: 40 hrs
Rosalind: 20 hrs
Linda: 25 hrs
Moony: 40 hrs

Shirley: Sun, Sat
Linda: Thu, Fri
Moony: Sun, Sat

Shirley: 37 hrs
Linda: 25 hrs
Moony: 37 hrs

Shirley: Sun, Sat
Linda: Wed, Thu
Moony: Sun, Sat

Shirley: 40 hrs
Linda: 25 hrs
Moony: 40 hrs

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

Shirley: 16 hrs
Rosalind: 5 hrs
Linda: 15 hrs
Moony: 16 hrs

Prepared by:

Shirley

Reviewed by:

Darren

Approved by:

Ooi Chok Yan

Acknowledge by:

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)	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.