

TIC Duty Roster - August 2022

◀ July August 2022 September ▶						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00)	2 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00)	3 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(11:00-16:00)	4 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00)	5 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00)	6 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Linda(10:00-15:00)
7 (5hrs) 08:30-13:30 Izzaty Ros Linda	8 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00)	9 (8hrs) 08:30-17:30 Shirley Izzaty Linda(11:00-16:00)	10 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Linda(11:00-16:00)	11 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Linda(11:00-16:00)	12 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00)	13 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00)
14 (5hrs) 08:30-13:30 Izzaty Ros Linda	15 (8hrs) 08:30-17:30 Shirley Linda(11:00-16:00) Kirthika Nadzirah	16 (8hrs) 08:30-17:30 Shirley Linda(11:00-16:00) Kirthika Nadzirah	17 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(11:00-16:00) Kirthika	18 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Kirthika Nadzirah	19 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Kirthika Nadzirah	20 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00) Linda(10:00-15:00) Nadzirah
21 (5hrs) 08:30-13:30 Izzaty Ros Linda Nadzirah	22 (8hrs) 08:30-17:30 Shirley Linda(11:00-16:00) Kirthika Nadzirah	23 (8hrs) 08:30-17:30 Shirley Linda(11:00-16:00) Kirthika Nadzirah	24 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(11:00-16:00) Kirthika	25 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Kirthika	26 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Kirthika Nadzirah	27 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00) Linda(10:00-15:00) Nadzirah
28 (5hrs) 08:30-13:30 Shirley Ros Linda Nadzirah	29 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00) Kirthika Nadzirah	30 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00) Kirthika Nadzirah	31 TIC CLOSED * National Day	Staff Total Working Hours: Shirley = 157 hrs Izzaty = 167 hrs Rosalind = 100 hrs Linda = 110 hrs Kirthika = 96 hrs Nadzirah = 98 hrs		

Staff Off Days

Total Hours Per Week

Shirley: Mon, Tue
 Izzaty: Sat
 Rosalind: Mon, Tue
 Linda: Thu, Fri

Shirley: 32 hrs
 Izzaty: 40 hrs
 Rosalind: 20 hrs
 Linda: 20 hrs

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

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

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

Shirley: 40 hrs
 Izzaty: 37 hrs
 Rosalind: 25 hrs
 Linda: 25 hrs
 Kirthika: 40 hrs
 Nadzirah: 40 hrs

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

Shirley: 40 hrs
 Izzaty: 37 hrs
 Rosalind: 25 hrs
 Linda: 25 hrs
 Kirthika: 40 hrs
 Nadzirah: 37 hrs

Shirley: Mon, Tue
 Izzaty: Sun
 Rosalind: Mon, Tue
 Linda: N/A
 Kirthika: Sun
 Nadzirah: N/A

Shirley: 5 hrs
 Izzaty: 16 hrs
 Rosalind: 5 hrs
 Linda: 15 hrs
 Kirthika: 16 hrs
 Nadzirah: 21 hrs

Prepared by:

Approved by:

Acknowledged by:

Shirley

Ooi Chok Yan

Izzaty

Rosalind

Linda

Kirthika

Nadzirah

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.