

TIC Duty Roster - December 2022

◀ November December 2022 January ▶						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Staff Total Working Hours: Shirley = 164 hrs Izzaty = 168 hrs Rosalind = 110 hrs Linda = 100 hrs Kirthika = 165 hrs Nadzirah = 164 hrs				1 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Kirthika Nadzirah	2 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Kirthika Nadzirah	3 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Linda(10:00-15:00) Nadzirah
4 (5hrs) 08:30-13:30 Shirley Ros Linda Nadzirah	5 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00) Kirthika Nadzirah	6 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00) Kirthika Nadzirah	7 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(11:00-16:00) Kirthika	8 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(11:00-16:00) Kirthika	9 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Kirthika Nadzirah	10 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Nadzirah
11 (5hrs) 08:30-13:30 Shirley Ros Nadzirah	12 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00) Kirthika Nadzirah	13 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00) Kirthika Nadzirah	14 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(11:00-16:00) Kirthika	15 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(11:00-16:00) Kirthika	16 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Kirthika Nadzirah	17 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Linda(10:00-15:00) Nadzirah
18 (5hrs) 08:30-13:30 Shirley Ros Linda Nadzirah	19 (8hrs) 08:30-17:30 Shirley Linda(11:00-16:00) Kirthika Nadzirah	20 (8hrs) 08:30-17:30 Shirley Izzaty Linda(11:00-16:00) Kirthika Nadzirah	21 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(11:00-16:00) Kirthika	22 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(11:00-16:00) Kirthika	23 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00) Kirthika Nadzirah	24 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00) Nadzirah
25 TIC CLOSED * Christmas Day	26 (5hrs) 08:30-13:30 Shirley (AL/AM) Linda Kirthika Nadzirah	27 (8hrs) 08:30-17:30 Shirley (AL) Izzaty Linda(11:00-16:00) Kirthika Nadzirah	28 (8hrs) 08:30-17:30 Shirley (AL) Izzaty Ros (09:00-14:00) Linda(11:00-16:00)	29 (8hrs) 08:30-17:30 Shirley (AL) Izzaty Ros (09:00-14:00) Kirthika Nadzirah	30 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00) Kirthika Nadzirah	31 (8hrs) 08:30-17:30 Ros (09:00-14:00) Linda(10:00-15:00)

Staff Off Days

Total Hours Per Week

Shirley: N/A
 Izzaty: Sat
 Rosalind: N/A
 Linda: Thu, Fri
 Kirthika: Sat
 Nadzirah: N/A

Shirley: 24 hrs
 Izzaty: 16 hrs
 Rosalind: 15 hrs
 Linda: 5 hrs
 Kirthika: 16 hrs
 Nadzirah: 24 hrs

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

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

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

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

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

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

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

Shirley: 29 hrs
 Izzaty: 32 hrs
 Rosalind: 20 hrs
 Linda: 20 hrs
 Kirthika: 29 hrs
 Nadzirah: 29 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.