

TIC Duty Roster - January 2022

◀ December January 2023 February ▶						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 TIC Closed * New Year's Day	2 (5hrs) 08:30-13:30 Shirley (AL/AM) Izzaty Linda * RPH - 01 Jan	3 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00)	4 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00) Linda(11:00-16:00)	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)	7 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Linda(10:00-15:00)
8 (5hrs) 08:30-13:30 Shirley Ros Linda	9 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00)	10 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00)	11 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(11:00-16:00)	12 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(11:00-16:00)	13 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00)	14 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00)
15 (5hrs) 08:30-13:30 Shirley Ros Linda	16 (8hrs) 08:30-17:30 Shirley Linda(11:00-16:00)	17 (8hrs) 08:30-17:30 Shirley Izzaty Linda(11:00-16:00)	18 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(11:00-16:00)	19 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00)	20 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00)	21 (8hrs) 08:30-17:30 Shirley (AL/AM) Izzaty Ros (09:00-14:00) Linda(10:00-15:00)
22 TIC Closed * Chinese New Year	23 TIC Closed * Chinese New Year	24 (5hrs) 08:30-13:30 Shirley (AL/AM) Izzaty Linda * RPH - 22 Jan	25 (8hrs) 08:30-17:30 Izzaty Ros (RPH-23 Jan) Linda	26 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00) Linda(11:00-16:00)	27 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00)	28 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00)
29 (5hrs) 08:30-13:30 Shirley (AL/AM) Izzaty Ros	30 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00)	31 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00)	Staff Total Working Hours: Shirley = 129 hrs Izzaty = 151 hrs Rosalind = 90 hrs Linda = 95 hrs			

Staff Off Days Total Hours Per Week

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

Shirley: 29 hrs
Izzaty: 29 hrs
Rosalind: 20 hrs
Linda: 20 hrs

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

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

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

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

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

Shirley: 21 hrs
Izzaty: 21 hrs
Rosalind: 15 hrs
Linda: 15 hrs

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

Shirley: 5 hrs
Izzaty: 21 hrs
Rosalind: 5 hrs
Linda: 10 hrs

Prepared by:

Shirley

Approved by:

Ooi Chok Yan

Acknowledged by:

Izzaty

Rosalind

Linda

1) TIC observes the 10 days of public holidays as follows:

- New Year's Day	01 January 2023
- Chinese New Year (2 days)	22 & 23 January 2023
- Hari Raya Puasa (2 days)	22 & 23 April 2023
- Labor Day	01 May 2023
- Yang Di-Pertuan Agong's Birthday	05 June 2023
- Penang Governor's Birthday	08 July 2023
- National Day	31 August 2023
- Malaysia Day	16 September 2023
- Deepavali	12 November 2023
- Christmas Day	25 December 2023

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.