

TIC Duty Roster - November 2022

◀ October November 2022 December ▶						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00) Kirthika Nadzirah	2 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(11:00-16:00) Kirthika Nadzirah	3 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(11:00-16:00) Kirthika Nadzirah	4 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Kirthika Nadzirah	5 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Linda(10:00-15:00) Kirthika (SL)
6 (5hrs) 08:30-13:30 Izzaty Ros Linda	7 (8hrs) 08:30-17:30 Shirley Izzaty Linda(11:00-16:00) Kirthika Nadzirah	8 (8hrs) 08:30-17:30 Shirley Izzaty Linda(11:00-16:00) Kirthika Nadzirah	9 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Linda(11:00-16:00) Kirthika Nadzirah	10 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Kirthika Nadzirah	11 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Kirthika Nadzirah	12 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00) Linda(10:00-15:00)
13 (5hrs) 08:30-13:30 Izzaty Ros Linda Kirthika	14 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00) Kirthika Nadzirah	15 (8hrs) 08:30-17:30 Shirley Izzaty Linda(11:00-16:00) Kirthika Nadzirah	16 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(11:00-16:00) Nadzirah	17 (8hrs) 08:30-17:30 Shirley Izzaty (AL/PM) Ros (09:00-14:00) Linda(11:00-16:00) Nadzirah	18 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Kirthika Nadzirah	19 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Kirthika
20 (5hrs) 08:30-13:30 Shirley Ros Linda Kirthika	21 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00) Kirthika Nadzirah	22 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00) Kirthika Nadzirah	23 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(11:00-16:00) Nadzirah	24 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(11:00-16:00) Nadzirah	25 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Kirthika Nadzirah	26 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Kirthika
27 (5hrs) 08:30-13:30 Shirley Ros Linda	28 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00) Kirthika	29 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00) Kirthika Nadzirah	30 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(11:00-16:00) Kirthika Nadzirah	Staff Total Working Hours: Shirley = 162 hrs Izzaty = 170 hrs Rosalind = 105 hrs Linda = 115 hrs Kirthika = 178 hrs Nadzirah = 168 hrs		

Staff Off Days Total Hours Per Week

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

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

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

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

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

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

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

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

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

Shirley: 13 hrs
 Izzaty: 24 hrs
 Rosalind: 10 hrs
 Linda: 20 hrs
 Kirthika: 24 hrs
 Nadzirah: 16 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.