

TIC Duty Roster - October 2022

◀ September	October 2022					November ▶
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Nadzirah
2 (5hrs) 08:30-13:30 Izzaty Ros Linda	3 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00) Kirthika	4 (8hrs) 08:30-17:30 Shirley Linda(11:00-16:00) Kirthika Nadzirah	5 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Linda(11:00-16:00) Kirthika Nadzirah	6 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Kirthika Nadzirah	7 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Kirthika Nadzirah	8 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(10:00-15:00) Nadzirah
9 (5hrs) 08:30-13:30 Shirley Ros Linda	10 (5hrs) 08:30-13:30 Shirley Linda Kirthika <i>* Prophet Muhammad's Birthday</i>	11 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00) Kirthika Nadzirah	12 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00) Linda(11:00-16:00) Kirthika Nadzirah	13 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Kirthika Nadzirah	14 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Kirthika Nadzirah	15 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(10:00-15:00) Nadzirah
16 (5hrs) 08:30-13:30 Izzaty Ros Linda Nadzirah	17 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00) Kirthika Nadzirah	18 (8hrs) 08:30-17:30 Shirley Izzaty Linda(11:00-16:00) Kirthika	19 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(11:00-16:00) Kirthika	20 (8hrs) 08:30-17:30 Shirley Izzaty (AL) Ros (09:00-14:00) Kirthika Nadzirah	21 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Kirthika Nadzirah	22 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Linda(10:00-15:00) Nadzirah
23 (5hrs) 08:30-13:30 Shirley Ros Linda	24 TIC CLOSED <i>* Deepavali</i>	25 (8hrs) 08:30-17:30 Shirley Linda(11:00-16:00) Kirthika (SL)	26 (8hrs) 08:30-17:30 Izzaty Ros (RPH-Oct 24) Linda(11:00-16:00) Kirthika Nadzirah	27 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00) Linda(11:00-16:00) Kirthika Nadzirah	28 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Kirthika Nadzirah	29 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Nadzirah
30 (5hrs) 08:30-13:30 Shirley Ros	31 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00) Nadzirah	Staff Total Working Hours: Shirley = 156 hrs Izzaty = 162 hrs Rosalind = 105 hrs Linda = 100 hrs Kirthika = 149 hrs Nadzirah = 165 hrs				

Staff Off Days

Total Hours Per Week

Shirley: N/A Izzaty: N/A Rosalind: N/A Linda: Sat Kirthika: Sat Nadzirah: N/A	Shirley: 8 hrs Izzaty: 8 hrs Rosalind: 5 hrs Linda: 0 hrs Kirthika: 0 hrs Nadzirah: 8 hrs
Shirley: Sun, Mon Izzaty: Tue, Wed Rosalind: Mon, Tue Linda: Thu, Fri Kirthika: Sun, Sat Nadzirah: Sun, Mon	Shirley: 40 hrs Izzaty: 37 hrs Rosalind: 25 hrs Linda: 25 hrs Kirthika: 40 hrs Nadzirah: 40 hrs
Shirley: Tue, Wed Izzaty: Sun, Mon Rosalind: Mon, Tue Linda: Thu, Fri Kirthika: Sun, Sat Nadzirah: Sun, Mon	Shirley: 34 hrs Izzaty: 40 hrs Rosalind: 25 hrs Linda: 25 hrs Kirthika: 37 hrs Nadzirah: 40 hrs
Shirley: Sun, Mon Izzaty: Fri, Sat Rosalind: Mon, Tue Linda: Thu, Fri Kirthika: Sun, Sat Nadzirah: Tue, Wed	Shirley: 40 hrs Izzaty: 37 hrs Rosalind: 25 hrs Linda: 25 hrs Kirthika: 40 hrs Nadzirah: 37 hrs
Shirley: Wed, Thu Izzaty: Sun, Tue Rosalind: Tue, Wed Linda: Fri, Sat Kirthika: Sun, Sat Nadzirah: Sun, Tue	Shirley: 29 hrs Izzaty: 32 hrs Rosalind: 20 hrs Linda: 20 hrs Kirthika: 32 hrs Nadzirah: 32 hrs
Shirley: Mon Izzaty: Sun, Sat Rosalind: Mon Linda: Sun Kirthika: Sun, Mon Nadzirah: Sun	Shirley: 5 hrs Izzaty: 8 hrs Rosalind: 5 hrs Linda: 5 hrs Kirthika: 0 hrs Nadzirah: 8 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.