

TIC Duty Roster - September 2022

◀ August	September 2022					October ▶
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Staff Total Working Hours: Shirley = 162 hrs Izzaty = 154 hrs Rosalind = 105 hrs Linda = 100 hrs Kirthika = 162 hrs Nadzirah = 152 hrs				1 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Kirthika	2 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Kirthika	3 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(10:00-15:00) Nadzirah
4 (5hrs) 08:30-13:30 Izzaty Ros Linda	5 (8hrs) 08:30-17:30 Shirley Izzaty Linda(11:00-16:00) Nadzirah	6 (8hrs) 08:30-17:30 Shirley Izzaty Linda(11:00-16:00) Kirthika Nadzirah	7 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Linda(11:00-16:00) Kirthika Nadzirah	8 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Kirthika Nadzirah	9 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Kirthika Nadzirah	10 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00) Linda(10:00-15:00) Kirthika
11 (5hrs) 08:30-13:30 Izzaty Ros Linda Kirthika	12 (8hrs) 08:30-17:30 Izzaty Linda(11:00-16:00) Nadzirah	13 (8hrs) 08:30-17:30 Shirley 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) Nadzirah	15 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Nadzirah	16 TIC CLOSED <i>* Malaysia Day</i>	17 (8hrs) 08:30-17:30 Shirley Ros (09:00-14:00) Kirthika
18 (5hrs) 08:30-13:30 Shirley Ros Linda Kirthika	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) Nadzirah	22 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00) Nadzirah	23 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00) Kirthika Nadzirah	24 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Linda(10:00-15:00) Kirthika
25 (5hrs) 08:30-13:30 Shirley Ros Linda	26 (8hrs) 08:30-17:30 Shirley Linda(11:00-16:00) Kirthika	27 (8hrs) 08:30-17:30 Shirley Izzaty Linda(11:00-16:00) Kirthika Nadzirah	28 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00) Linda(11:00-16:00) Kirthika Nadzirah	29 (8hrs) 08:30-17:30 Izzaty Ros (09:00-14:00) Linda(11:00-16:00) Kirthika Nadzirah	30 (8hrs) 08:30-17:30 Shirley Izzaty Ros (09:00-14:00) Kirthika Nadzirah	

Staff Off Days

Total Hours Per Week

Shirley: N/A Izzaty: Thu Rosalind: N/A Linda: Thu, Fri Kirthika: Sat Nadzirah: Thu, Fri	Shirley: 24 hrs Izzaty: 16 hrs Rosalind: 15 hrs Linda: 5 hrs Kirthika: 16 hrs Nadzirah: 8 hrs
Shirley: Sun, Sat Izzaty: Wed, Thu Rosalind: Mon, Tue Linda: Thu, Fri Kirthika: Sun, Mon 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: Thu, Sat Rosalind: Mon, Tue Linda: Thu, Sat Kirthika: Wed, Thu Nadzirah: Sun, Sat	Shirley: 32 hrs Izzaty: 29 hrs Rosalind: 20 hrs Linda: 20 hrs Kirthika: 29 hrs Nadzirah: 32 hrs
Shirley: Thu, Fri Izzaty: Sun, Mon Rosalind: Mon, Tue Linda: Thu, Fri 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: Wed, Thu Izzaty: Sun, Mon Rosalind: Mon, Tue Linda: Fri Kirthika: Sun Nadzirah: Sun, Mon	Shirley: 29 hrs Izzaty: 32 hrs Rosalind: 20 hrs Linda: 25 hrs Kirthika: 40 hrs Nadzirah: 32 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.