**OPR FOR WEEKLY LABOR SCHEDULE**

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| Subject | How to Complete SL Ingiriya Labour Schedule |
| Department | Labor Planing |
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**Ingiriya Weekly Labor Schedule**

1. labor schedule create for Monday to Sunday
2. Discuss with Farm manager To availability Of Staff
3. Check OT Summary Details to make Lieu Leaves based on Utilized OT hours
4. Check the scheduled week Poya & mercantile holidays to get the do most important Task & schedule labors for minimum OT Hrs.
5. Check with Weekly Shipment / special event To Plan Labor Hrs
6. All Staff Have to work on 05 &half day Days & They get the 1 & half day Leave For one week



