



# **Labor Practices Program 2024**

Work Hours Monitoring, Overtime Management,  
and Annual Leave Compliance



# Labor Practices Program : monitor working hours including overtime management

OT Detail (Weekly) [ Date OT : 01/09/2024 - 30/09/2024 ] *OT Over 36 Hours Per Week only												
Employee No.	Supervisory Organization	Function	Sub Function	Unit	Aug-24	Sep-24					Oct-24	OT Summary (Hrs.)
					W35 (26/08/2024-01/09/2024)	W36 (02/09/2024-08/09/2024)	W37 (09/09/2024-15/09/2024)	W38 (16/09/2024-22/09/2024)	W39 (23/09/2024-29/09/2024)	W40 (30/09/2024-06/10/2024)		
010028	Beverage Mixing - Huamak / Mixing (Day)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	4.00	32.00	32.00	44.00	32.00	4.00	148.00	
007145	Beverage Mixing - Huamak / Mixing 2 (C)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	4.00	24.00	-	40.00	20.00	4.00	92.00	
003683	Beverage Mixing - Huamak / Mixing 3 (C)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	4.00	20.00	40.00	12.00	28.00	4.00	108.00	
002363	Beverage Production - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	-	20.00	41.44	23.00	64.20	4.00	153.04	
004416	Beverage Production - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	4.00	48.00	20.00	40.00	16.00	-	128.00	
002562	Beverage Production Operation - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	-	28.00	16.00	24.00	40.00	4.00	112.00	
005392	Beverage Production Operation - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	12.00	28.00	28.00	24.00	40.00	4.00	136.00	
006615	Beverage Production Operation - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	-	16.00	20.00	20.00	32.00	4.00	112.00	
006868	Beverage Production Operation - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	12.00	28.00	24.00	24.00	60.00	4.00	168.00	
002758	Beverage Production Operation - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	4.00	24.00	24.00	40.00	28.00	-	120.00	
002841	Beverage Production Operation - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	4.00	48.00	36.00	40.00	28.00	12.00	168.00	
002870	Beverage Production Operation - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	4.00	27.00	24.00	40.00	28.00	12.00	135.00	
004014	Beverage Production Operation - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	4.00	23.00	40.00	12.00	20.00	4.00	103.00	
004621	Beverage Production Operation - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	4.00	20.00	39.00	40.00	56.00	4.00	167.00	
006187	Beverage Production Operation - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	4.00	40.00	15.53	16.00	16.00	4.00	103.53	
006799	Beverage Production Operation - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	4.00	24.00	16.00	20.00	20.00	4.00	120.00	
007382	Beverage Production Operation - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	4.00	24.00	28.00	40.00	28.00	4.00	128.00	
012863	Beverage Production Operation - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	4.00	24.00	16.00	12.00	40.00	4.00	100.00	
001978	Beverage Production Operation - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	12.00	24.00	16.00	24.00	40.00	4.00	120.00	
005571	Beverage Production Operation - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	4.00	40.00	20.00	28.00	32.00	12.00	136.00	
011731	Beverage Production Operation - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	4.00	40.00	16.00	16.00	28.00	12.00	116.00	
007317	Beverage Production Operation - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	4.00	40.00	12.00	16.00	16.00	4.00	92.00	
011686	Beverage Production Operations - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	12.00	48.00	56.00	28.00	28.00	-	172.00	
002928	Beverage Production Operations - Huamak (Line 3)	Manufacturing	Beverage Operations	Beverage Plant - Huamak	4.00	36.00	48.00	44.00	8.00	-	140.00	
003073	Technical and Engineering - Beverage Huamak	Manufacturing	Beverage Operations	Beverage Plant - Huamak	-	36.00	36.00	45.30	39.00	8.00	164.30	
004219	Technical and Engineering - Beverage Huamak	Manufacturing	Beverage Operations	Beverage Plant - Huamak	-	51.42	12.00	35.00	14.00	-	112.42	
002116	Electrical - Beverage Huamak	Manufacturing	Beverage Operations	Beverage Plant - Huamak	-	36.00	36.00	32.00	39.00	4.00	147.00	
003305	Electrical - Beverage Huamak	Manufacturing	Beverage Operations	Beverage Plant - Huamak	16.00	37.00	48.00	37.00	36.00	4.00	178.00	

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Report by System  
Print Date: 29/10/2024 06:25








## Example of Monitoring Working Hours, Including Overtime Management


The Company reports cases where employees work overtime exceeding 36 hours per week to the Lead team for review and management. This process ensures proper supervision and control to prevent employees from working more than the legal limit.


# Labor Practices Program : monitor working hours including overtime management

รายงานการทำงานล่วงเวลาเกิน 36 ชม./สัปดาห์ (เดือนส.ค. ปี2567)

 HRservices

To  Worayut Kothong;  Pitakpan Phonpitak;  Thawipap Wimoolchart;  Ronnakorn Hongsapan;  
 Totsaporn Wiriapornsawat;  Atthaphan Phakakaew;  Maliwon Intarapong; **+5 others**

Cc  Araya Angsathammarat

 OSP\_HM\_OTWeekly[01082024\_31082024].zip  
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เรียน Lead ทุกท่าน

ขอแจ้งรายงานการทำงานล่วงเวลาเกิน 36 ชม./สัปดาห์ของพนักงาน OSP\_HM เพื่อพิจารณาบริหารจัดการ ควบคุมดูแลไม่ให้พนักงานทำงานเกินกว่ากฎหมายกำหนด รายละเอียดดังนี้

- พนักงานที่ทำงานล่วงเวลาเกิน 36 ชั่วโมง/สัปดาห์ (ข้อมูลเดือนส.ค. ปี2567)

Dear Leads,

I would like to submit the overtime report for OSP\_HM employees who have worked more than 36 hours of overtime per week, for your review and management to ensure that employees do not work beyond the legal limit. Details are as follows:

- Employees who worked more than 36 hours of overtime per week (Data for August 2024)

This is an email to the Leads to submit the report on employees working more than 36 hours of overtime per week, for their review to ensure that employees do not work beyond the legal limit.

# Labor Practices Program : Ensure employees are taking their paid annual leave entitlements






**อย่าลืม! ใช้สิทธิพักผ่อนประจำปีสะสมของปี 2567**

ขอให้พนักงานวางแผนใช้วันหยุดพักผ่อนประจำปีที่ยกมาจากรปี 2567 โดยต้องใช้ให้หมดภายใน **วันที่ 30 มิถุนายน 2568**

พนักงานต้องขออนุญาตต่อหัวหน้างานล่วงหน้า  $\geq 3$  วัน (ใช้สิทธิขั้นต่ำแต่ละครั้ง 0.5 วัน)

“เพื่อให้สอดคล้องตามกฎหมายแรงงาน หัวหน้างานสามารถกำหนดวันหยุดพักผ่อนประจำปีให้พนักงานตามสิทธิ์ที่พนักงานได้รับ”

It's time to  
HAPPY VACATION



## Ensure employees are taking their paid annual leave entitlements

The Company reminds all employees to use their accumulated annual leave carried over from the previous year. Leave must be taken by June 30, 2025. Employees are required to submit a leave request to their supervisor at least 3 days in advance, with a minimum of half-day leave per request.

# Labor Practices Program : Ensure employees are taking their paid annual leave entitlements



These are emails to all employees reminding them to use their accumulated annual leave.