

ព្រះរាជាណាចក្រកម្ពុជា

KINGDOM OF CAMBODIA

ជាតិ សាសនា ព្រះមហាក្សត្រ

NATION RELIGION KING

ព្រឹត្តិកម្មសាកលវិទ្យាល័យព្រះសីហមុនីរាជ

Date: 01st September 2025

PSB
UNIVERSITY
CAMBODIA



Leave and Attendance Policy

Purpose:

To regulate staff attendance and leave entitlements, ensuring a balance between operational needs and staff wellbeing.

Policy Statement:

PSBU provides annual, medical, and special leave in accordance with institutional and national regulations.

Procedures:

- Leave applications must be approved by line managers in advance.
- Unauthorised absences may result in salary deduction or disciplinary action.
- Attendance records must be maintained accurately by each department.

Review:

Reviewed annually by the Human Resources Office.

Next review date: 20th August 2028

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