

ព្រះរាជាណាចក្រកម្ពុជា  
KINGDOM OF CAMBODIA  
ជាតិ សាសនា ព្រះមហាក្សត្រ  
NATION RELIGION KING

PSB  
UNIVERSITY  
CAMBODIA

INTERNATIONAL  
ASSOCIATION OF  
UNIVERSITIES  
INTERNATIONAL UNIVERSITIES BUREAU

ព្រមទាំង ពិនិត្យការងារ

Date: 01<sup>st</sup> September 2025

## 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: 20<sup>th</sup> August 2028

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Svayporpe Pagoda in Front of Russia Embassy, Sangkat Tonle Basac, Khan Chamkarmorn, Phnom Penh, Cambodia