

ព្រះរាជាណាចក្រកម្ពុជា

KINGDOM OF CAMBODIA

ជាតិ សាសនា ព្រះមហាក្សត្រ

NATION RELIGION KING

PSB  
UNIVERSITY  
CAMBODIA



ពុទ្ធិកសាគរវិទ្យាល័យព្រះសីហមុនីរាជ

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

## Retirement and End of Service Policy

### Purpose:

To outline provisions for staff retirement, resignation, or end of service.

### Policy Statement:

PSBU recognises the contributions of retiring staff and ensures that all departures are managed respectfully and in compliance with employment law.

### Procedures:

- Staff intending to retire must give at least three months' notice.
- Final settlements include all outstanding salary and entitlements.
- Exit interviews will be conducted to gather feedback and ensure institutional learning.

### Review:

Reviewed biennially 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