

ព្រះរាជាណាចក្រកម្ពុជា
KINGDOM OF CAMBODIA
ជាតិ សាសនា ព្រះមហាក្សត្រ
NATION RELIGION KING



ព្រឹត្តិសាកលវិទ្យាល័យព្រះសីហនុវិហារ

Date: 01st 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.



Ngoun Sdechpheakdey
Vice Rector
Preah Sihamoniraja Buddhist University

Next Review Date: 20th August 2028