

ANNEX I

FACULTY BENEFITS BOOKLET FOR THE SCHOOL YEAR 2026-2027 (APPLICABLE FOR FDC & UDC OVERSEAS HIRE)

Updated November 2025

The booklet is reviewed and updated annually upon the approval by the board of trustees in line with the School budget approval.

A. DECLARATION OF BENEFIT DUPLICATION

To avoid conflict of interest, it is important for the employee to declare if he or she has duplicated benefits for a spouse by completing the following information:

Employee Name:			
Benefits Not Covered by ISPP:			
Spouse's Supporting Agency:			
Spousal Details:	Date of Birth:	Passport Number:	

If there is a failure to declare, the school reserves the right to withdraw benefits from school coverage and the employee will face disciplinary measures regarding conflict of interests and corruption.

B. DEPENDENT

Defined as legally married spouse, or recognized partner. In the case of partnership, the Director can require documentation to attest to the partnership that may include but is not necessarily limited to, joint bank accounts, birth certificate, joint mortgage, or beneficiary documents, and proof of sharing residence and living expenses for the past 12 months. Dependent also refers to biological children of the Employee, legal guardianship, or legally adopted children of the Employee. Children are covered up until age 18. For students who turn 18 and have been enrolled at ISPP continuously and in good standing, coverage will carry through until High School graduation. Only those dependents listed below are eligible for transportation and relocation school benefits. Waivers apply as stated in Section C-5 of this booklet.

Declare your dependent(s) in the list below:

No.	Name	Date of Birth	Relationship
1			Spouse
2			Child
3			Child
4			Child
5			Child

C. BENEFIT ENTITLEMENTS

1. Travel at the Start and Completion of Employment

Transportation for the Employee and the Employee's dependent(s) of ISPP school age or younger, if living with Employee in Phnom Penh, is provided from Home of Record to Phnom Penh at start of contract and return to the Home of Record at completion of contract, and is payable by the School in United States currency, or prepaid tickets. The School shall be responsible for return travel of the Employee and the Employee's dependent(s) only upon the completion of this contract. The cost of transportation shall not exceed that of economy airfare by the most direct route. This transportation benefit covers the cost to the international airport closest to the Home of Record. Transit to and from the closest international airport and Home of Record is the responsibility of the Employee.

2. Visas and Work Permit

Employment shall be conditional upon the issuance and maintenance of a valid Cambodian Visa and Work Permit. In the event that a visa and a work permit is not obtained for an overseas hired faculty member, any contract or understanding between the overseas hired faculty member and ISPP is null and void with no obligation to the School. Overseas hired faculty members and their dependents shall be assisted administratively to secure visas and cost of the visa fees will be borne by the School. The School will be responsible for obtaining a work permit and the overseas hired faculty member will provide all reasonable assistance to the School in obtaining a work permit. However, if a non-teaching spouse of an overseas hired faculty member subsequently is employed by another organization in Cambodia, the School can no longer act as sponsor for the spouse's visa.

In the event that a visa or work permit is denied or revoked the employee shall therefore cease to be employed by the school, and the school shall have no liability whatsoever in relation to termination without notice.

3. Shipping/Settling-in/End-of-Contract Allowances

At the beginning of employment, the Employee relocating to Cambodia will be reimbursed up to \$1,500 for shipment of personal and professional items to Phnom Penh and settling in costs. At the end of employment and non-renewal of Contract, the Employee will be reimbursed for costs of outgoing shipment of personal effects on submission of receipts up to \$500 for each year of service to a maximum of \$2,000. This allowance applies only if the faculty member is relocating outside of Cambodia at the end of the contract year.

4. Housing Allowance

The School will provide the Employee with a housing allowance per annum as follows:

No.	Status	Housing Allowance
1	Single teacher without dependent	\$9,000
2	Single teacher with 1 dependent	\$11,820
3	Single teacher with 2 dependents or more	\$12,540
4	Teaching couple without dependent	\$13,020
5	Teaching couple with 1 dependent	\$14,880
6	Teaching couple with 2 dependents or more	\$15,360

Housing allowance is paid on a monthly basis directly to the employee. The employee is responsible for regular payment of the rent to the landlord. The housing allowance cannot be converted into a cash allowance and may not be paid above the terms of the lease agreement. Faculty wishing to purchase a property may do so and apply the allowance to a loan payment. Any equity established in such a process remains with the employee.

5. Fee Waivers

ISPP fees (Entrance-Tuition-Capital) will be waived in full for the Employee's eligible dependent children enrolled at and attending ISPP. Bus transportation, ESL fees and any other invoiced expenses are not waived and are the responsibility of the Employee for all dependents.

6. Transportation in Phnom Penh

Transportation in Phnom Penh, and all costs associated with it, are the responsibility of the Employee.

7. Annual Home Leave

ISPP shall pay the most direct economy air transport to and from the international airport closest to the Home of Record for the overseas hired faculty member, and their eligible dependent(s) as stated in section-B annually during the employment.

Direct air transport is defined as the lowest of 3 (three) quotes/bids economy class on the most direct route offered by selected airlines operating in and out of Phnom Penh. However, the School reserves the right to seek and accept further bids when deemed necessary.

The quoted flight options will adhere to the following guidelines:

1. The airline that offers the best value for money;
2. Options include direct flights or fewer stopovers, or flight routes involving no more than one stop (or two stops for very remote destinations only);
3. Option for lowest-priced economy class and avoid any unnecessary extra expenses;
4. Travel dates will begin on the day following the school closes (typically Saturday) and return at least 12 hours prior to the first working day in August.

Upon approval of the quotes/bids, the employee then has the option of: a) requesting that the school purchases the ticket on their behalf or b) submitting the actual official receipt(s) for claiming reimbursement of the purchased travel tickets. Receipts for such claims must be presented and reimbursement will only be given for travel tickets, and not expenses like hotels, tours, excursions or other holiday expenses. This benefit may not be encashed and may not be applied to other expenses. **In no instances will there be payment of cash in lieu for travel.**

8. Severance Payment, Seniority Indemnity, and Private Retirement

8.1. Severance Payment for Fixed Duration Contract (FDC)

The School will provide the employee with an equivalent of **5%** of annual salary and benefits as contractual severance payment, to be paid to the employee on a monthly basis. Once disbursed to the employee, the School assumes no liability for the disposition of these funds during or after employment at ISPP.

8.2. Seniority Indemnity Payment for Unspecified Duration Contract (UDC)

The School will provide the employee with a seniority indemnity payment equivalent to 15 days per year and to be paid twice a year (**7.5** days in December and **7.5** days in June).

8.3. Private Retirement Plan

On a monthly basis the school will also pay an additional **2%** of annual gross salary constituting the school's contribution to any private retirement plan operated and/or managed by the employee.

In addition, the school will make a monthly contribution to the Cambodian National Pension Scheme at 2% of 1,200,000 KHR (or equivalent to USD6) per month per employee, which will be operated and managed by the Royal Government of Cambodia. The school and its employees are required to contribute equally, and it has to be paid every month to the responsible Ministry. The contribution rate will be increased after 5 years in accordance with the applicable laws and regulations.

9. Health Insurance

The School will pay for the cost of the health insurance policy provided by and subscribed to by the School for the Employee and eligible dependents. If an Employee elects to use his/her own insurance company instead of the one offered by the School, the School will compensate the Employee up to the maximum amount paid under the School-funded policy. In this case, the Employee must provide proof of adequate insurance coverage and submit receipts for reimbursement.

10. Long Term Disability Insurance

The school will pay for the cost of a Long-Term Disability Insurance Policy for the Faculty member only as subscribed to by the school. In all cases, this insurance applies to full-time employed faculty. In each case, issues regarding eligibility for long-term coverage shall be determined in accordance with terms and conditions as stated in the policy and the decision of the insurance carrier is final.

11. Salary Force Majeure

ISPP shall subscribe to an appropriate insurance policy providing coverage in the event of an emergency situation of a temporary nature. The policy shall cover, at least, the cost of air transport for the overseas and locally hired faculty members and dependents to the nearest safe haven designated at the time, and appropriate per diem, in addition to salary, for the period of time not to exceed 28 (twenty-eight) days, at which time they are either required to return to Phnom Penh or sent home. This benefit does not apply to local national staff except for payment of salary and benefits.

In the case of an emergency situation requiring the closure of ISPP on a permanent or semi-permanent basis, internationally-hired faculty members will be paid 3 (three) months' salary, but not more than the remaining value of the contract. They will be provided with the equivalent of direct air-transport to their Home of Record, plus shipping allowances and other end-of-contract benefits on a pro-rata basis. Locally-hired faculty members shall be given 3 (three) month's salary but not more than the remaining value of the contract, effective from the date that the school is officially closed on a permanent or semi-permanent basis plus all other end-of-contract allowances currently in place.

12. Provision in the Event of Death

In the event of the death of an internationally-hired faculty member or dependents while residing in Cambodia, the School shall, in accordance with the employee's wishes, notify the next of kin and local appropriate embassy. Following authorization given by next of kin or by the pre-written

authorization of the deceased employee, the school will make the appropriate disposition of the remains. Cost for repatriation of remains to the Home of Record will be borne by the school.

In the event of the internationally-hired faculty member's death, his/her surviving dependents(s), if any, in Phnom Penh, shall receive the benefits of contract travel and shipping to the Home of Record as though the contract were completed. However, salary and benefits will be paid to the heirs and assigned to the end of the school year in which the death occurs. Tuition waivers shall apply to the end of the school year in which the death occurs unless an exception is approved by the Board.

In the event of the death of a locally-hired faculty member, the school will pay salary and benefits to their beneficiaries until the end of the school year in which the death occurs. If the children of the deceased locally-hired faculty member are attending ISPP at the time of death, the fee waiver benefit remains in effect until the end of the school year in which the death occurs unless an exception is approved by the Board.

Otherwise, the expiration of this time period terminates further liability on the part of ISPP.

13. Duplication of Benefits

In the case that a faculty member's spouse or domestic partner is employed elsewhere and receives benefits that duplicate those provided by the ISPP contract, the duplicated benefits will not be provided by ISPP. This includes benefits such as flights, relocation allowances, housing, insurance, and tuition waivers.

In cases where both the employee and spouse are internationally-hired faculty members under contract to the School, there shall be no duplication of benefits in flights, relocation, housing, insurance benefits and tuition waivers.

In cases where both the employee and spouse are locally-hired faculty members under contract to the School, there shall be no duplication of insurance benefits and tuition waivers.

If an internationally-hired couple separate or divorce while under contract with ISPP, separate or additional housing benefits shall not be extended to the employee who moves to another residence. All other benefits continue for both parties.

If a non-teaching or non-working spouse is employed by another organization, the School will no longer provide those benefits available through employment with that organization.

14. LEAVES

14.1. School Holidays and Vacations

The Employee will be entitled to all scheduled school holidays and vacations. On days designated for Professional Development, The Employee is required to be on duty at the School, even if these are scheduled during a school holiday.

14.2. Sick Leave

In the event of sickness beginning during the contract period, full salary will be paid for a period corresponding to 1.42 working days for each month of the Employment Agreement up to a maximum of 17 (seventeen) working days per school year. The Employee may accumulate unused leave up to a maximum of 30 (thirty) days to be used only for medical emergencies.

For sickness lasting more than 3 (three) days, full salary will be paid only upon presentation of a doctor's certification.

Sick Leave may also be used for illness in the employee's family, provided the family is residing with the employee in Phnom Penh. Use of sick leave for illness in the family counts against the annual yearly total for the employee.

Elective surgery (as determined by the health-care provider) must be booked during holiday periods; otherwise, it will be treated as unpaid leave and approved at the Director's discretion.

In the event of long-term sick leave, the Director will approve extended leave according to the Labor regulations of Cambodia.

14.3. Professional Development Leave

Professional development leave is awarded for approved professional development courses, professional consultancies and other professional learning that has direct benefit to the School. Professional development leave is approved at the discretion of the Director and is not an annual allocation.

- Professional development leave may not be taken during the first week or last week of any semester, unless such leave is granted by the Director under clearly exceptional circumstances.
- Professional development leave is important to the development of our professional capabilities and to the strengthening of our practices. However, it also takes us away from our roles and responsibilities. Frequent and prolonged periods of professional development leave can negatively impact the smooth running of a school. As a guideline, faculty should limit professional development leave to 2 (two) multi-day events per year.
- Support Staff may take professional development leave for up to 5 (five) days per year for activities such as attending trainings, workshops, or conferences to enhance their skills and expertise. Additional days may be requested and approved by the Director.
- For faculty with roles in the wider educational community (i.e. workshop leaders, accreditation visits, consultancies, etc.), it is recommended that the number of events not exceed 2-3 per year. Where more are desired, every attempt should be made to place these on holidays to reduce impact to the school.

14.4. Maternity, Paternity/Partner and Adoption Leave

An Employee will be granted 3 (three) months paid Maternity Leave. Maternity Leave may start no earlier than 6 (six) weeks prior to the due date and no later than the birth of the child. The Director may approve additional unpaid maternity leave in special circumstances.

An Employee will be granted Paternity/Partner leave up to 2 (two) contractual weeks with full salary paid. Such leave must be taken within a 4 (four) week period commencing and ending 2 (two) contractual weeks on either side of the birth of the child.

An Employee legally adopting a child will be granted up to 2 (two) contractual weeks with full salary paid. Such leave must be taken within a 4 (four) week period commencing and

ending 2 (two) contractual weeks on either side of the adoption event. Adoption leave will only be granted once per contract.

Contractual weeks are defined as those days when an employee is under contract with the school, including instructional days, school holidays and summer holidays, exclusive of Saturdays and Sundays. In all cases, paid maternity and paternity leave must be scheduled as described above, even if the birth occurs during a holiday period.

If an employee is leaving employment with ISPP, paid parental leave will terminate on the last day of their contract regardless if the number of weeks is less than 12 (twelve) or, in the case of paternity leave, less than 2 (two) weeks. The school assumes no contractual or financial obligation for unused weeks of maternity or paternity leave after the end of the employment contract. These provisions apply equally to adoption circumstances.

Renewal of existing and future employment agreements will not be affected solely because of pregnancy.

14.5. Business and Personal Leave

Business and Personal leave is designed to support essential and unavoidable absences and professional discretion is encouraged when applying for leave in this category.

Business leave is provided to employees if they need to conduct business during school hours for appointments that cannot be scheduled on a weekend, such as to visit an embassy or ministry. Up to 2 (two) days per school year may be taken for business leave.

Personal leave is given to fulfil personal, religious and familial obligations. 1 (one) day per school year may be taken for Personal leave.

Business and Personal leave cannot be taken to extend a weekend or holiday. During key times in the year such as the start of the school term or particularly busy periods, Personal or Business leave may be declined to ensure adequate staffing to support key school needs.

No more than 10% of the employees in each division (Elementary and Secondary School) may be granted business or personal leave on any given day and substitutes must be available. The Director may grant exceptions only when unforeseen circumstances occur.

14.6. Recruitment Leave

After 2 (two) years of continuous employment at ISPP and upon notice of nonrenewal of contract and during the last year of the contract, internationally-hired faculty employed 50% or more may take up to 5 (five) days paid leave as recruitment leave. Recruitment leave is defined as actively seeking another position in another foreign country or in the home country. Recruitment leave may not be used for any other purpose aside from seeking further employment by attending a job fair or interview. This benefit will be granted only 1 (one) time during employment tenure at ISPP and only when a written notice of resignation has been given to the school.

14.7. Emergency/Compassionate Leave

An Employee may take up to 11 (eleven) days - for employees contracted to work 5 (five) days per week) or 14 (fourteen) days - for employees contracted to work 6 (six) days per week) working days emergency leave, with full pay, due to the death of an immediate

family member or serious illness. Travel costs are the Employee's responsibility. Requests for unpaid leave beyond that time may be made to the Director. For the purposes of this provision, (Emergency / Compassionate only) 'immediate family members' means a grandparent, a spouse, a parent (including in-law), a son or daughter, brother or sister, a grandson or granddaughter.

If the Employee has not yet taken his annual leave the School may deduct, at the discretion of the Director, the Compassionate Leave from the employee's annual leave.

14.8. Unpaid Leave

The School is committed to providing consistent, high-quality education and services to its students and community. Therefore, absences beyond paid leave entitlements are granted only in exceptional circumstances. Unpaid leave is **strongly discouraged for personal reasons, except in cases of illness, bereavement, or professional obligations**. The Director has the discretion to approve, modify, or deny any unpaid leave request based on the needs of the School and its students.

1. Short-Term Unpaid Leave (up to 10 (ten) working days)

- Employees may request up to **10 (ten) working days of unpaid leave** in a contractual year.
- Approval is contingent upon ensuring that the absence **does not negatively impact school operations or student services**.
- Any approved unpaid leave will result in a **prorated salary deduction** based on the number of working days in the contractual year.
- **Core contractual benefits** (e.g., health insurance, housing allowance, paid school holidays) will remain **unchanged** during this short-term leave.

2. Extended Unpaid Leave (beyond 10 (ten) working days)

- Requests for unpaid leave **exceeding 10 working days** will only be considered under **extraordinary circumstances** and treated as a **Leave of Absence**.
- During an extended unpaid leave, **salary payments will cease**, and **benefits may be suspended**, subject to legal requirements and the length of absence.

When unpaid leave is granted, salary deductions for faculty will be made at the rate of 1/190 of the annual salary for each day taken.

Since the school's obligation is to the student's education, employee absence for reasons other than illness, bereavement or professional reasons is strongly discouraged and could result in termination of the contract. The Director is to use his/her discretion in determining requests for unpaid leave.

Staff Acknowledgement:

I acknowledge this beneficiary designation by signing this form.

Signature: _____

Date: _____