

Doctoral, Language & School Tutor Payments

Employees who are paid on Doctoral, Language or School Tutor contract will receive their salary in equal instalments. This means that they will be guaranteed a regular income during the course of the contract and that they will not be paid for specific hours in each month.

Due to this it would not be possible to use the Sussex Direct page to see which hours have been paid in any given month.

Doctoral Tutors will accrue annual leave at a rate which is commensurate to their length of service, in line with the Doctoral Tutor terms and conditions.

For Doctoral Tutors it will not be necessary for them to book their annual leave on MyView and it will instead accrue for the Tutor and be paid to them holiday alongside the pay accrued in the month they have worked. For example, a Tutor who has one year's service and who receives a payment of £100 should expect to receive an additional £15.10 in relation to accrued annual leave entitlement.

once the School has made

d payment for their basic
s with any other fixed term

As the Tutor started on 12th November they would receive a pro-rata amount for their November

work, calculated