

## 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.

The holiday payment rates are:

Service	Holiday %
0-2 years	15.1
3 years	15.6
4 years	16.1
5 years	16.6"

Additional hours or adjustments for not working will be processed as an adjustment, in hours, with holiday applied at the same time. These adjustments will be processed once the School has made HR & Payroll aware of the changes.

The contracts require pay to be salaried, so Tutors will receive a salaried payment for their basic contracted hours. Any additional adjustment would be paid per hour, as with any other fixed term contract.

A sample calculation is included below, which should help Tutors to identify how their own salary has been calculated.

### Example:

A Tutor has agreed to work 119 hours between 12<sup>th</sup> November 20XX and 31<sup>st</sup> January 20XX.

There are 11.57 weeks in this period, so the contract is equivalent to 119 hours over 11.57 weeks, which is the same as 10.28 hours for every week worked.

The Tutor is employed on a grade 6 contract, which has a full time salary of £28,936.00 per annum, or £2,411.33 per month.

A full time employee would work 36.5 hours per week; the salaried equivalent for an employee working 10.28 hours per week is therefore  $£2,411.33 / 36.5 * 10.28 = £679.14$  per month.

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

work, calculated based on the number of calendar days worked in the month; in this case 19 out of 30 days. The payment for the first month of work would be  $\text{£}679.14 / 30 * 19 = \text{£}430.12$ .

Start Date: 12/11/2017

End Date: 31/01/2018

Hours Due: 119

Weeks in Contract: 11.57

Average Hours per Week: 10.28

Annual Full Time Salary:  $\text{£}28,936.00$

Actual Monthly Salary:  $\text{£}28,936.00 / 12 / 36.5 * 10.28 = \text{£}679.14$