

6. METHOD OF PAYMENT

The total pay due for the contracted hours will be divided into a number of equal monthly payments equivalent to the number of calendar months covered by the relevant period of teaching. These payments will be made by Human Resources (Payroll) upon receipt of a completed Personal Details Form, and authorisation by your School Office. Payments will be made monthly in arrears by direct credit transfer into a bank or building society account. Unworked or additional hours must be reported promptly to the School Administrator (or nominee) in order that payments may be adjusted accordingly. You will be required to repay any overpayments made to you.

7. CONTINUOUS SERVICE

Your continuous service date shall be the date from which you have been employed by the University without a break. For the purposes of determining continuity of service, breaks for vacation periods at Christmas, Easter and in the summer shall be ignored. Further information can be obtained from Human Resources (Personnel).

8. DURATION OF CONTRACT (POST-GRADUATE STUDENTS ONLY)

For post-graduate students, the appointment will terminate when the individual ceases to be a post-graduate student with the University of Sussex.

9. NOTICE PERIODS

In situations other than 8 above, the appointment may be terminated at any time by notice in writing on either side, or on the part of