



# Trainee Compensation and Benefits: Time Off Plans

## Mayo Clinic School of Graduate Medical Education (MCSGME)

Effective January 1, 2024

Trainees are eligible for the following time off outlined below as part of the total compensation and benefits package:

<p><b>Vacation</b></p> <ul style="list-style-type: none"> <li>• 20 paid working days per year</li> <li>• Does not include weekends or Mayo Clinic recognized holidays</li> <li>• With program director approval, may carry over up to 5 days per year within the same training program</li> <li>• Unused days at the end of the training program are forfeited</li> </ul>	<p><b>Trips (CME Conferences)</b></p> <ul style="list-style-type: none"> <li>• 1 attendance trip per program (2 for core programs 5 years or longer), up to 5 days (“regular”)</li> <li>• 10 presentation trip days per academic year associated with Mayo Clinic research (maximum of 5 trips per academic year)</li> <li>• Up to \$2,550 reimbursed per approved trip for travel expenses and registration fees (within institutional expense limits)</li> <li>• Additional attendance trips may be allowed in specific circumstances</li> </ul>	<p><b>Short-Term Disability (STD)<sup>1</sup></b></p> <ul style="list-style-type: none"> <li>• No waiting period, ie, available on orientation or program start date</li> <li>• Up to 13 weeks paid per year (reasons for use vary per state: typically, personal illness or illness of child; includes 6 weeks for birth parent or as medically necessary deemed by healthcare provider)</li> </ul>
<p><b>Long-Term Disability (LTD)</b></p> <ul style="list-style-type: none"> <li>• Available for leave that goes beyond 13 weeks (including weekends) of STD</li> <li>• LTD is a voluntary benefit and must be elected during benefit enrollment period</li> </ul>	<p><b>Parental, Medical, and Caregiver Leave<sup>1</sup></b></p> <ul style="list-style-type: none"> <li>• 6 weeks paid leave available to all trainees for parental, medical and caregiver leave at least once and at any time during their program</li> </ul>	<p><b>Personal Leave of Absence</b></p> <ul style="list-style-type: none"> <li>• Without stipend (unpaid) and in full-day increments</li> <li>• Benefits including term life, disability income, and hospitalization—major medical insurance coverage will continue for up to 6 months</li> </ul>
<p><b>Leave for Specialty Certification, Specialty Board, or Licensure Examinations</b></p> <ul style="list-style-type: none"> <li>• Up to 5 paid days away to take exam(s) throughout training</li> </ul>	<p><b>Employment/Fellowship Interviews</b></p> <ul style="list-style-type: none"> <li>• Up to 8 paid days away—5 for Mayo Clinic and Mayo Clinic Care Network (MCCN) interviews, 3 for non-Mayo/MCCN interviews</li> </ul>	<p><b>Emergency and Funerals</b></p> <ul style="list-style-type: none"> <li>• 1–5 paid days per instance due to serious illness or death in immediate family</li> </ul>

<sup>1</sup> **Birth parent example: Birth parent is provided up to 12 weeks of leave.** The first 6 weeks is medical leave related to birth of child paid through STD, plus 2 weeks (10 weekdays) paid parental leave from institutional parental leave policy; additional time up to 4 weeks is personal (unpaid) leave and/or vacation time as approved by program.

**Paid Sick and Safe Leave for Residents and Fellows**—Paid sick leave is permitted based on applicable state law. The mandated sick leave is not in addition to available Short-Term Disability (STD). Paid sick leave hours and STD are decremented concurrently when applicable.

**Family Medical Leave (FMLA)**—An eligible trainee is allowed up to 12 weeks of FMLA during a 12-month period. Eligible trainee must have been an MCSGME trainee and/or worked for Mayo Clinic for at least 12 months, and worked at least 1,250 hours over the past 12 months in the payroll system. Wisconsin law requires eligibility after 1,000 hours worked.

**Medical and dental appointments**—Appointments for healthcare, including mental health care, that do not require a full day of absence are not counted as a leave, and are accommodated within the training program.

### Impact on Board Eligibility and Program Completion

- Each program must provide trainees with a written policy in compliance with its specialty/board certification or program requirements concerning the effect of leaves of absence, for any reason, on:
  - satisfying the criteria for completion of the training program; and
  - information relating to the access of eligibility for certification by the relevant certifying board.
- Absences in excess of specialty/board or program requirements may result in an extension of the trainee’s training program.

**Note:** This information is only a snapshot of available leaves and paid/unpaid days away from training. Accommodations and circumstances vary by trainee and by program and leave requests are reviewed individually.