

A smiling man with a grey goatee, wearing a blue polo shirt, is the central focus. He is in an office environment with other people and red umbrellas hanging from the ceiling in the background. The word "Discover" is written in a large, white, cursive font across his chest, and "all that we have to offer" is written in a smaller, white, sans-serif font below it.

Discover
all that we have to offer

2023/2024 U.K. Fixed-Term Benefits Overview

At Travelers, we are committed to helping our employees be healthy and productive in all aspects of life. We offer comprehensive, flexible coverage options that meet the needs of employees and their families. This brochure is a summary of the programmes available to Travelers fixed-term employees located in the U.K.



Company sick pay (CSP)

- Fixed term employees are eligible for statutory sick pay. You may also be eligible for CSP, per the terms of your employment contract.

Employee assistance programme (EAP)

- You have access to an EAP telephone hotline, which provides free support from a range of specialists and additional resources.
- Support includes telephone and face-to-face counselling, financial and legal information, and help with family or work issues.

Holiday entitlement

- The holiday year runs from 1 January to 31 December.
- The basic annual holiday entitlement is 25 days (excluding public holidays).
- Holiday entitlement accrues pro rata during the year.
- Part-time employees accrue a pro rata holiday entitlement depending on the number of contracted days or hours worked each week.
- Holiday entitlement increases annually with service:

Service	Days
0–4 years	25
5–9 years	27
10 or more years	29

- A maximum of five days of holiday entitlement can be carried forward to the following year. Any holiday carried forward must be used by the end of the following holiday year.

Holiday purchase

- In addition to the annual holiday entitlement, our Flex35 programme provides you with the opportunity to purchase additional days to allow for up to a total of 35 holidays per year.
- Payment for the additional days will be deducted from your salary over a 12-month period beginning at the start of each holiday year.
- The Flex35 programme entitlement for part-time employees is pro rata according to their hours of work.

Maternity/paternity/adoption entitlement

- Travelers will pay Statutory Maternity Pay (SMP), Statutory Paternity Pay (SPP) or Statutory Adoption Pay (SAP) as long as the government conditions on earnings and service have been met.
- Employees who meet the requirements of Travelers' maternity policy are eligible for 16 weeks of top-up maternity pay. This applies only for the duration of your contract. Any enhanced entitlements end upon termination of employment.
- Employees who meet the requirements of Travelers' adoption policy are eligible for 14 weeks of top-up adoption pay.
- Employees on maternity and adoption leave are eligible to take 26 weeks of ordinary maternity/adoption leave, regardless of length of service or hours worked. Employees are also eligible to take additional maternity/adoption leave of up to 26 weeks.

- Employees who meet the requirements of Travelers' paternity policy are eligible to take two weeks of paternity leave at full pay, as well as a maximum of 26 weeks of paternity leave.

Pension plan

- All eligible employees may enroll in the Group Personal Pension Plan upon joining Travelers.
- Travelers will make a basic contribution of 9 percent of pensionable salary.
- There is also a "one-for-two" matching scheme. If you decide to contribute an additional amount from your salary, you will receive an increased company contribution up to a maximum of 3 percent. This would bring the total company contribution to 12 percent.
- The contribution percentage of your basic salary is:

Core company contribution	Your gross contribution	Additional company contribution	Total contributions
9.0%	Nil	Nil	9.0%
9.0%	2.27%	1.13%	12.4%
9.0%	4.27%	2.13%	15.4%
9.0%	5.9%	3.0%	17.9%

- Your pension plan contributions can be invested in a range of unit-linked funds and a with-profits fund. You will automatically be invested in the plan's default investment option, the SSgA Timewise Target Retirement Funds. If you would like to make your own fund choice, Fidelity offers additional options, including funds from other external investment managers.

Professional study policy

- Travelers encourages personal development by way of undertaking further study for professional qualifications relevant to your work. To be eligible for reimbursement, the education programme must be widely recognised in your field for preparing professionals to excel in their careers.
- Approval of applications for financial assistance is within Travelers' sole discretion.
- Each year, Travelers reviews its salary cap for providing 100 percent study subsistence support.
- For all other employees and other qualifications, Travelers will pay for the full costs and will recoup 50 percent of the total from the employee by monthly deduction from salary over a defined period, usually three or six months. Travelers will support one further attempt in the event of an exam failure, but subsequent retakes (including updated course books) will be at the expense of the employee.
- The amount of study leave will depend upon the nature of your studies and must be approved by your line manager.
- A separate policy applies to actuarial studies. Details will be provided to you if applicable.

For more information about Travelers' benefits,
contact the Employee Services Unit (ESU) at
4-ESU@travelers.com or 001.800.441.4378.

The information in this brochure describes benefits in effect 1 April 2023.



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This document is intended to provide you with a basic overview of the benefits available to you as an employee of Travelers. It confers no rights or benefits, and the information contained herein is subject to all the provisions of the insurance contracts, the plan documents, corporate policies and relevant legislation which make up the Travelers benefits program.

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