



*Discover*  
all that we have to offer

## 2024 Canada 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 programs available to Travelers employees located in Canada.



## Eligibility and Coverage

All permanent full-time or part-time employees who work at least 18.75 hours per week are eligible to join the Travelers benefits program. Your benefits are effective on your first day of work.

## Medical

Three medical plan options are available through Sun Life.

**Catastrophic** provides minimum protection.

- \$1,000 deductible and out-of-pocket maximum of \$3,000 per person.
- Drug coverage at 80% after deductible.
- Out-of-country coverage maximum – \$5 million lifetime benefit.

**Comprehensive** provides protection to suit typical needs such as:

- Vision exam every two years.
- Hospital coverage at 80% for semi-private room.
- Formulary drug coverage at 80%.
- Prescription drug out of pocket maximum of \$1,000 per person.
- 80% paramedical coverage.
- Out-of-country coverage maximum – \$5 million lifetime benefit.

**Enhanced** provides extra protection to suit those who want or need additional coverage.

- Hospital coverage at 90% for private room.
- Formulary drug coverage at 90%.
- Prescription drug out of pocket maximum of \$750 per person.
- 90% paramedical coverage.
- Out-of-country coverage maximum – \$5 million lifetime benefit.

## Dental

Two dental plans are available through Sun Life.

**Comprehensive** provides protection to suit typical needs.

- Co-insurance is 100% for basic and preventative services.
- Does not include major services or orthodontia.

**Enhanced** provides extra protection for those who want or need major services or orthodontia.

- Co-insurance is 100% for basic services and 50% for major services (e.g., orthodontia, dentures).
- You can also choose to opt out of the dental plans.

## Critical Illness

You may purchase optional employee or spouse critical illness insurance. Coverage is available in multiples of \$10,000 from \$20,000 up to a maximum of \$200,000.

## Paid Time Off (PTO)

- PTO can be used for vacation, personal illness, to care for ill or injured family members, celebration of holidays not designated as a company holiday, children's school events or other personal business.
- PTO schedule for full-time employees\*:

Years of service	Annual PTO in hours	Annual PTO in days
0–1**	150	20
1–4	150	20
5–9	172.5	23
10–14	195	26
15–24	210	28
25+	225	30

\* PTO is prorated for regular employees who work part-time schedules.

\*\* During the first year of service, PTO is awarded from the date of hire at the rate of one-twelfth (1/12) times 150 hours or 12.5 hours for each month actively employed. For example, if an employee is hired in October, they will be awarded PTO for three months.

- During Annual Benefits Enrollment, our Flex36 program provides you with the opportunity to purchase additional days to allow for up to 36 PTO days per year.
- Unused purchased PTO can be cashed out during the next Annual Benefits Enrollment.
- Up to five days of awarded (not purchased) PTO can be carried over into the following calendar year.
- Our Extended Leave program provides you with the opportunity to request four continuous weeks of unpaid leave during the year. You can choose to have your earnings prorated in order to provide an income during your absence.

## Life Insurance

### Basic Life Insurance and Business Travel Accident (BTA)

You are automatically enrolled in the Basic Life Insurance plan and the Business Travel Accident (BTA) plan.

- Basic Life insurance pays benefits to designated beneficiaries upon death.
- Basic Life insurance coverage is equal to one times annual salary rounded to the next \$1,000.
- BTA pays a benefit of \$100,000 if death is a result of an accident while traveling on company-approved business.

### Employee Optional Life Insurance

- Coverage in multiples of \$10,000 up to maximum of \$800,000.

### Spouse Optional Life Insurance

- Coverage in multiples of \$10,000 up to maximum of \$800,000.

### Child Optional Life Insurance

- Coverage of \$10,000, \$20,000 or \$30,000.

### Optional AD&D Insurance

- Employee coverage in \$10,000 increments up to \$500,000 or 10 times salary, whichever is greater, to a maximum of \$1 million.

## Savings Program

The Travelers savings program consists of a Group Registered Retirement Savings Plan (RRSP), a Deferred Profit Sharing Plan (DPSP), an Employee Profit Sharing Plan (EPSP) and a Tax-Free Savings Account (TFSA).

- Immediate eligibility upon date of hire.
- Employer base contribution of 3% of your total eligible earnings into the DPSP.
- If you choose to contribute to the RRSP or the EPSP, Travelers will match your contributions, up to 5% of your base pay, into the DPSP.
- You can contribute from 1 to 15% of your eligible earnings to the RRSP, on a tax-sheltered basis, up to the maximum allowed under current Income Tax Act limits.
- You can contribute from 1 to 50% of your earnings to the TFSA. (Travelers does not match contributions to the TFSA.)
- Employer and employee contributions in excess of Income Tax Act tax-sheltered limits are directed to the EPSP.
- Employer contributions are paid on an annual basis and are deposited into your account(s) during the first quarter of the following year, provided you were an active employee on Dec. 31 of the year to which the contributions relate.
- You are offered a choice of investment funds and you decide how to invest your contributions.
- Company contributions vest after two years of service.

## Disability

### Short-Term Disability

Company-provided benefit provides a maximum of 25 weeks of disability leave.

- First four weeks\* = 100% of base salary.
- Next 11 weeks = 80% of base salary.
- Next 10 weeks = 65% of base salary.

\*In a calendar year. Any subsequent absences are paid at 80% of base salary for 15 weeks and 65% for the remaining 10 weeks.

### Long-Term Disability

Two Long-Term Disability Plans are available.

- **Comprehensive** provides 65% net income replacement\*, up to a maximum benefit of \$17,500 per month.
- **Enhanced** provides 80% net income replacement\*, up to a maximum benefit of \$17,500 per month.

\* Your actual net income replacement may vary slightly, based on your specific earnings and marginal tax rates.

## Spending Accounts

There are two Spending Accounts available – the Health Spending Account (HSA) and the Personal Spending Account (PSA).

Travelers makes a monthly contribution to the account of your choice based on salary, according to the table below. You can also allocate any remaining flex credits after medical and dental plan elections to the HSA or PSA.

	Base salary rate*	Annual company contribution
Tier 1	\$0 – \$49,999	\$1,150
Tier 2	\$50,000 – \$99,999	\$900
Tier 3	\$100,000 – \$199,999	\$450
Tier 4	\$200,000+	\$0

\* Part-time employees' company contribution will be based on their full-time equivalent salary.

You can use the HSA to cover eligible medical expenses under the Income Tax Act that are not covered by your medical and dental plan, a spouse's plan or a government plan.

You can use the PSA to cover wellness-related expenses such as the purchase of durable fitness equipment, gym memberships and sports registration fees.

## Work-Life Benefits

### Family Building Benefits

Includes a maternity leave top-up, fertility services and surrogacy expenses.

### Adoption Assistance

Travelers reimburses employees, up to \$10,000 per adopted child, for eligible adoption expenses. Employees are eligible for adoption assistance after they have been employed at Travelers for one year.

### Identity Theft Coverage

Travelers will provide expense reimbursement up to an annual maximum of \$10,000 per covered person, to restore financial health and credit history resulting from identity fraud. Travelers pays the full cost of this coverage.

### Educational Assistance Program

Travelers will reimburse you for eligible tuition fees and text books for courses related to your current or future job, up to a maximum of \$5,250 per calendar year. To be eligible, courses must be approved by your immediate manager and CFO. In addition, you may be eligible for cash awards when you obtain key industry professional designations.

---

## Wellness Programs

### Employee Assistance Plan (EAP)

Life Balance, our EAP, provides you and your eligible family members with a confidential, short-term counseling service to help you deal with personal concerns such as marital and family difficulties, stress, emotional troubles, and alcohol and drug dependency. Travelers pays the full cost of this coverage.

### Fitness Club Membership Discount

Travelers offers a fitness centre discount program with access to clubs nationwide.

### Health and Well-Being Programs

A wide range of interactive programs available to support the physical, financial and emotional health of employees and their families.

### Support for Caregivers

Personalized support to help employees with the logistical and administrative tasks of caregiving.

---

**For more information about Travelers benefits,  
contact the Employee Services Unit (ESU)  
at **4-ESU@travelers.com** or **1-800-441-4378**.**

---

The information in this brochure describes benefits in effect Jan. 1, 2024.



[travelers.com](https://travelers.com)

The Travelers Indemnity Company and its property casualty affiliates. One Tower Square, Hartford, CT 06183

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.

© 2024 The Travelers Indemnity Company. All rights reserved. Travelers and the Travelers Umbrella logo are registered trademarks of The Travelers Indemnity Company in the U.S. and other countries.  
59426-CA Rev. 1-24