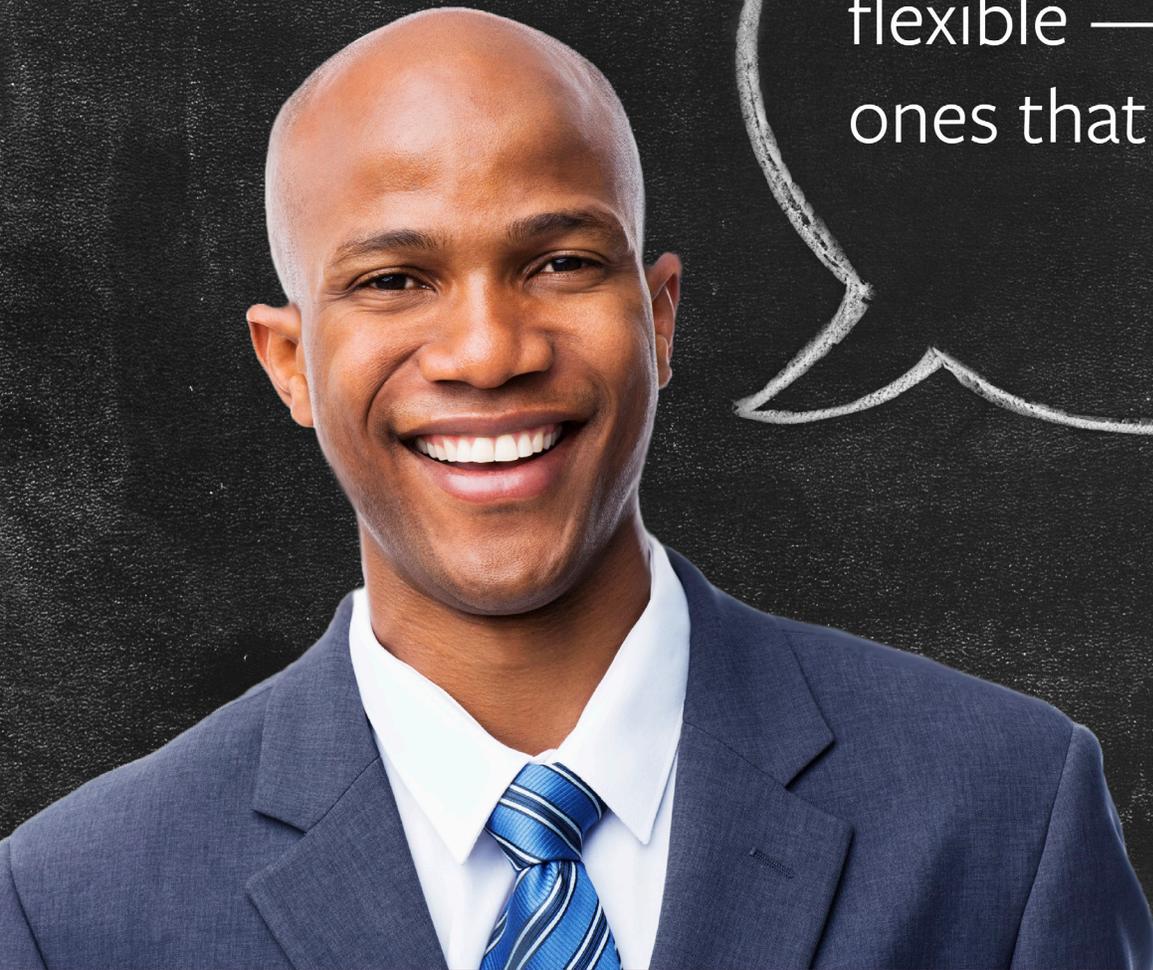




# 2018 Canada Benefits Overview

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My benefits are flexible — I choose the ones that fit my needs.

## Your Benefits at Work

Travelers provides comprehensive market-competitive benefits that meet the needs of employees and their family members. 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 percent 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 percent for semi-private room.
- Formulary drug coverage at 80 percent.
- Out-of-pocket maximum of \$1,000 per person.
- 80 percent 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 percent for private room.
- Formulary drug coverage at 90 percent.
- Out-of-pocket maximum of \$750 per person.
- 90 percent 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 percent 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 percent for basic services and 50 percent for major services (e.g., orthodontia, dentures).
- You can also choose to opt out of the dental plans.

## 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 \$600,000.

### Spouse Optional Life Insurance

- Coverage in multiples of \$10,000 up to maximum of \$600,000.

### 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.

## 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, you can purchase up to six additional PTO days.
- 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.

## Savings Program

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

- Immediate eligibility upon date of hire.
- Employer base contribution of 3 percent of your total earnings into the DPSP.
- You can contribute from 1 to 15 percent to the RRSP, on a tax-sheltered basis, up to the maximum allowed under current Income Tax Act limits.
- If you choose to contribute, Travelers will match your contributions, up to 5 percent of your base pay, into the DPSP.
- Total company contributions of up to 8 percent of eligible earnings (3 percent base + 5 percent matching).
- 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 15 weeks of disability leave.

- First four weeks\* = 100 percent of base salary.
- Next 11 weeks = 80 percent of base salary.

*\* In a calendar year. Any subsequent absences are 80 percent of base salary for the 15 weeks.*

### Long-Term Disability

Benefit provides 60 percent of your pre-disability pay up to a maximum benefit of \$25,000 per month.

## Health Spending Account (HSA)

Travelers makes a monthly contribution to the HSA based on salary. You can also allocate remaining flex credits after medical and dental plan elections to an HSA. You can use the HSA to cover expenses that are eligible medical expenses under the Income Tax Act and that are not covered by your medical and dental plan, a spouse's plan or a government plan.

## Personal Spending Account (PSA)

You can allocate remaining flex credits after medical and dental plan elections to a PSA to cover wellness-related expenses such as the purchase of durable fitness equipment, gym memberships and sports registration fees.

## Employee Assistance Plan (EAP)

The 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.

## Adoption Assistance

Travelers reimburses employees, up to \$5,000 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.

**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, 2018.**



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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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