



Canada Benefits Summary

We’ve Got You Covered

Welcome to your Workday Benefits Guide. Here at Workday, you’re not just a Workmate. You’re *our* Workmate. We want you to feel supported in every way possible—physically, financially, mentally, and socially. To help make that happen, we offer a world of opportunities, lots of encouragement, guidance to help you be the best you, and a benefits package designed to keep you in tip-top form.

Not a Workmate yet?

Use this guide if you are considering becoming one. Keep in mind that most of the links won't work for you—yet! We hope to see you soon.

Your Health

As a Workmate, you’re the key to our ongoing success. That’s why we offer comprehensive benefits designed to keep you and your loved ones healthy.

Private Medical and Vision Insurance

Your medical and vision benefits, offered through Sun Life, cover you and your family members on top of your provincial insurance. You can enrol yourself, your spouse or civil or domestic partner, your children up to age 21, and/or your unmarried children up to age 25 who are students.

Enrolment is not automatic. All new employees must actively enrol in Sun Life medical insurance to receive this benefit. Here’s a snapshot of what’s covered:

Benefits	Coverage
Deductible	None
Prescription Drugs	100% covered (mandatory generics and prior authorization required)
Paramedical Services	100% up to the reasonable and customary amounts with an annual maximum of \$750 per practitioner per person for: <ul style="list-style-type: none">AcupuncturistsChiropractorMessage therapistNaturopathOccupational therapistsOsteopathsPodiatrist or chiropodistPhysiotherapists100% with an annual maximum of \$1,500 for psychologist, social worker, psychotherapist, clinical counsellors, or family or marriage therapists
Hospital and/or Ambulance	100% covered
Hearing Aids	\$2,000 per person per ear over five years
Eye Exams	One exam every 12 months
Glasses or Contacts or Laser Eye Surgery	\$250 allowance every 24 months

- Your coverage through Sun Life comes with some serious perks. You have access to:
- Our **global flu vaccination program** that enables all Workmates to get an annual flu shot close to home
 - Telehealth options**, [accessible here](#), that enable you to get a physician appointment within minutes for nonemergency medical needs
 - A **wealth of digital resources** on fitness, nutrition, wellbeing, pain management, and more
 - Discounts galore** on therapy appointments, beauty products, and much more

Want some money?

Who doesn't? When you enrol in Sun Life medical and vision insurance, Workday provides you with a [Health Spending Account](#) to cover some of your expenses. You'll receive \$300 if you're only covering yourself or \$500 if you're also covering dependants. These funds can be used on [anything that qualifies](#) under the Income Tax Act. Just make sure to spend your balance! Credits granted during a calendar year expire at the end of the following calendar year.

Here's an example: At the end of 2026, you have \$200 remaining in your HSA. You have until the end of 2027 to use that \$200. In 2027, you'll get an additional \$300 to be used by the end of 2028.

Dental Insurance

Your dental benefits, offered through Sun Life, cover you and your family members. You can enrol yourself, your spouse or civil or domestic partner, your children up to age 21, and/or your unmarried children up to age 25 who are students.

Enrolment is not automatic. All new employees must actively enrol in Sun Life medical insurance to be covered. Here’s what’s covered:

Benefits	Coverage
Deductible	None
Benefit Maximum (per year)	2,000
Dental Exams	One exam every 6 months
Basic and Preventive Care	100% covered
Major Services	50% covered
Orthodontia	50% covered Benefit maximum: \$2,000 per lifetime

Mental and Emotional Health

Mind Matters, powered by Lyra, is our global mental health program. It is your trusted resource for confidential, holistic mental and emotional health support.

Through Lyra, you and your family members, including your spouse or domestic partner and your children, can access unlimited coaching sessions and 16 therapy or counselling sessions per person per year, at no cost.

Your Money

When you succeed, we succeed. That’s why we offer financial benefits to reward your hard work, to help you save for the future, and to protect you and your loved ones in case the unexpected occurs.

Saving for Retirement

Workday’s retirement plan helps you save for the future. That means less financial stress and more big dreams.

The retirement plan includes two components: the **Defined Contribution Pension Plan (DCPP)** that you and Workday contribute to together and the **Registered Retirement Savings Plan (RRSP)** that you contribute to on your own.

Plan details

	DCPP	RRSP
Your Contributions	Contribute a percentage of your pay, up to an annual maximum amount	
Workday Match	50% of your contributions of the first 6% of your eligible compensation, up to a maximum of \$8,250 per year.*	
Vesting	Immediately 100% vested	

Workday Matching Contributions

To receive the Workday match, you must enroll in the DCPP: even if you elect not to contribute any funds of your own. When you contribute at least 2% of your gross salary wages to either the DCPP or the RRSP, you get a matching contribution from Workday.*

**Note: If you’re a Workmate in Quebec, to get the full match, you must contribute at least 6% to your DCPP. Workmates in other provinces can split that 6% between the DCPP and the RRSP.*

Transit Reimbursement

If you’re assigned to work in person at a Canada office at least 50% of the time, you’re eligible to request reimbursement for your monthly transit pass up to Can\$50 per month. Eligible modes of transportation include:

- Bus
- Light rail
- Regional rail
- Subway
- Ferry
- GO Transit single-ride fares (Toronto Workmates only)

Income Protection

Life and AD&D insurance

We offer **life and AD&D insurance** through Manulife at no cost to you, starting on your first day of work. In the event of your death while you’re employed by Workday, a lump-sum payment of **2 times your annual salary (up to \$1 million)*** will be made to your beneficiaries. Your AD&D insurance will also pay a percentage of the life insurance benefit if you are in a covered accident.

Workday also provides a **dependant basic life insurance** plan at no cost to you. This coverage provides a benefit amount of \$10,000 for your spouse, and \$5,000 per child, in the event of their death while covered. Enrolment is not automatic: You must actively enrol your dependant(s) in this plan in Workday for them to be covered.

In addition to the Workday-provided basic life insurance plans, you can choose to purchase **optional life insurance** coverage for yourself and your spouse in increments of \$10,000 up to a maximum of \$500,000.**

**Basic life coverage greater than \$500,000 is subject to evidence of insurability (EOI) approval by Manulife.*

***All optional life insurance amounts are subject to evidence of insurability.*

Critical illness insurance

From your first day of employment, you’re automatically covered by Workday’s **critical illness insurance** through Manulife, at no cost to you. This coverage provides **up to \$15,000** in supplementary income in the event you’re diagnosed with a covered illness.

In addition to your Workday-provided coverage, you can choose to purchase **optional critical illness** coverage for yourself, your spouse, and your dependent children. You may elect up to \$185,000 of coverage for yourself, up to \$200,000 for your spouse, and up to \$20,000 for your child(ren).*

**Employee coverage over \$30,000 is subject to evidence of insurability (EOI) approval. Any increases or coverage amount elected after the new hire enrolment window (31 days or more from hire), and Spouse coverage for any amount, is subject to EOI.*

Financial planning

Manage your money with free expert help from Northstar’s team of Financial Advisors. Your Northstar membership includes unlimited consultations with a dedicated Financial Advisor, budgeting and planning tools, and assistance with building your own financial plan.

All information you share with Northstar is 100% confidential, and your Financial Advisor is *your* advocate.

Questions? [Email Northstar](#). Ready to get started? Visit [Northstar’s website](#) to sign up. You will need to use your Workday email address to verify your employment.

Want a stake in our success?

Workday offers eligible Workmates the opportunity to own a piece of the company through **restricted stock units (RSUs)** and the **Employee Stock Purchase Plan (ESPP)**. The latter is a global benefit that lets Workmates enrol to purchase stock twice a year and at a 15% discount.

Your Rest

We encourage all our Workmates to take time away from work to refresh, rejuvenate, and take care of personal and family issues.

Vacation and Personal Days

You have 20 days of vacation paid time off (PTO) and five personal days, for a total of 25 paid days off per year. Please review the [time off policy](#) for details.

Holidays

Workday observes 13 holidays each year, plus four additional Thank You Days to show appreciation for everyone’s hard work. The cherry on top? You also get two floating holidays per calendar year, as supplement to our Company-observed holiday calendar.

Extra, Extra, Extra!

- **Parental leave:** Up to 12 paid weeks for the birth or adoption of your child
- **Sick time:** Up to five days per year to feel better
- **Compassionate leave:** Up to 10 days per event, such as the death of a loved one, miscarriage or stillbirth, home emergency, and more
- **Family care leave:** Up to 26 weeks to care for a family member
- **Bright Days Off:** Get paid while volunteering in your community, up to three days per year.
- **Sabbatical leave:** Up to 30 business days (six weeks) of continuous time away when you reach a 10-year anniversary milestone
- **Other leaves:** You also have time off for jury duty, health leave, military leave, and personal leave.

More to Love

Love makes the world go ’round. At Workday, we offer support and resources to give love, kindness, and compassion to all the special people—and animals—in our lives.

Family Planning and Support

Whether you’re planning a family, welcoming a new child, or navigating menopause, [Maven](#) can help. Available at no cost to eligible Workmates, Maven offers unlimited virtual access to high-quality specialists to guide you through every step of family planning, parenthood, pediatrics, menopause, and more.

- On-demand virtual appointments with top-rated practitioners, including sleep coaching
- Designated care advocates for personalized referrals
- Free virtual live classes and a library of expert content
- Parenting and pediatric support

- Real-time guidance and breastfeeding support from expert care advocates and lactation consultants
- Wellness and career coaching
- Reimbursement through Maven Wallet for eligible fertility, adoption, or surrogacy expenses*

**Reimbursements you receive through Maven Wallet may be treated as taxable income to you.*

Care for Everyone (but Tailored to You)

Workday’s benefits meet your unique needs. The medical plan includes coverage for gender-affirming care. Maven provides support through menopause and beyond.

Supporting Caregivers

Caring for someone who relies on you is a labour of love. Wellthy can make things easier by assigning you a Care Coordinator to handle appointment scheduling, arrange for child care, parse through insurance paperwork, and more. Plus, you can keep track of your loved ones’ care plans via a simple online dashboard and fill in others—siblings, family members, and friends—with an easy communications tool.

Your Furry Loved Ones

We really, really love animals at Workday. Knowing that animals in shelters need our help, we offer a shelter pet adoption subsidy. If you adopt a shelter pet, we’ll subsidize your adoption fees up to US\$150 once per calendar year. And, since animals are family members, Workday offers telehealth veterinary services through [Airvet](#).

You can choose to receive the subsidy or pay it forward to a nonprofit shelter with an immediate Workday Giving & Doing match of those funds. What better reason to expand your furry family?

Safe Travels

You’re covered when you travel for business with business travel accident insurance through International SOS and Chubb. You can use business travel accident insurance for:

- Pre-travel advice
- A medical referral
- Medical coverage (outside your home country)
- Information about lost or missing medication or travel documents
- Help navigating a medical or security crisis

With emergency medical out-of-country coverage through Sun Life, you’re also covered when you travel for personal reasons. When you travel outside your home province, you are covered for up to 60 days (maximum of \$3 million).

Disclaimers

No statement of policy or procedure contained in these policies and procedures is intended as a contractual commitment or obligation of the Company to any individual. The Company expressly reserves the right at any time to modify, change, and/or cease the contents of any of the policies and procedures reflected herein. This document is subject to change and does not form part of a binding agreement. Private and confidential use, for receivers’ attention only.

Equality

Workday seeks to have the best and most qualified workforce and, as a result, bases all employment-related decisions on an individual's merit. Workday does not unlawfully discriminate in any employment decisions, including hiring, compensation, promotion, discipline, and termination. Workday does not tolerate discrimination on the basis of race, color, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, marital status, religious creed, age, mental or physical disability, family care or medical leave status, veteran status, or any other characteristic that is protected by law. Workday also prohibits harassment on any of the above bases.

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