



**XLT MANAGEMENT  
SERVICES**

This contact sheet provides important employment information for individuals working on behalf of XLT Management Services, LLC, including payroll information, Human Resources contact details, and Workers' Compensation and Unemployment Insurance coverage details. It is intended to ensure employees know who to contact with workplace questions, how to report an injury or incident, and where to obtain assistance related to pay, benefits, or employment matters.

Employees must immediately report any work-related injury, illness, or safety concern to Human Resources as soon as possible after the incident occurs. In the event of a medical emergency, call 911 first and then notify Human Resources.

This notice serves as a reference resource and does not replace company policies, safety rules, or applicable federal, state, or local employment laws.

### **IN CASE OF AN EMERGENCY, CALL 911**

#### **Company Representative for XLT Management Services, LLC:**

- Human Resources; Email: [HR@xltms.com](mailto:HR@xltms.com)  
2050 Finley Rd, Suite 80, Lombard, IL 60148  
Phone: 630-869-1880, Option 3  
Hours are Monday through Friday from 8:30 AM to 5:00 PM

#### **Payday Information:**

- Payday schedule for XLT Management Services, LLC is as follows:  
Weekly, on Fridays Signed by: Human Resources

For Paid Sick Leave, the employer's calendar year is January 1<sup>st</sup> through December 31<sup>st</sup>

#### **Workers' Compensation Information:**

1. The Insurance Carrier is: Vigilant Insurance Company ("CHUBB")  
Phone Number: 800-699-9916  
Policy Number: 71749594; Policy effective 3/15/2026 through 3/15/2027
2. Employer is XLT Management Services, LLC  
2050 Finley Rd, Suite 80, Lombard, IL 60148  
FEIN: 82-2117667
3. Employer Representative: Human Resources; Email: [incidents@allsharedservices.com](mailto:incidents@allsharedservices.com)  
Phone: 630-869-6020

#### **Unemployment Insurance is under:**

- XLT Management Services, LLC

2050 Finley Rd. Suite 80, Lombard, IL 60148 [www.xltms.com](http://www.xltms.com)