



## IN CASE OF AN EMERGENCY, CALL 911

### Company Representative for Kingsbridge Shared Services:

- Human Resources; Email: [HR@kingsbridgess.com](mailto:HR@kingsbridgess.com)  
2050 Finley Rd, Suite 80, Lombard, IL 60148  
Phone: 866-619-3488, Option 3  
Hours are Monday through Friday from 8:30 AM to 5:00 PM

### Payday Information:

- Payday schedule for Kingsbridge Shared Services, Inc 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: 71749541; Policy effective 3/15/2024 through 3/15/2025
2. Employer is Kingsbridge Shared Services, Inc  
2050 Finley Rd, Suite 80, Lombard, IL 60148  
FEIN: 85-1905074
3. Employer Representative: Human Resources; Email: [HR@kingsbridgess.com](mailto:HR@kingsbridgess.com)  
Phone: 866-619-3488, Option 3

### Unemployment Insurance is under:

- Kingsbridge Shared Services, Inc  
2050 Finley Rd, Suite 80, Lombard, IL 60148