

**Notice to the Director of the
Hawaii State Department of Labor and Industrial Relations**

Any Employer subject to the provisions of Chapter 394B, Hawaii Revised Statutes (HRS), shall provide notification not less than 60 calendar days prior to the closing, divestiture, partial closing, or relocation of the covered establishment to each employee and to the Director of the State Department of Labor and Industrial Relations.

Notice to Director is also required for layoffs covered by the federal Worker Adjustment Retraining and Notification (WARN) Act. The items below address the combined items required in the notice by both WARN and its federal regulations, Chapter 394B, HRS, and related Hawaii Administrative Rules. (For purposes of WARN, the State Director of the State Department of Labor and Industrial Relations serves as the State Dislocated Worker Unit). While items required under WARN are not mandatory for layoffs covered only under Chapter 394B, HRS, all items listed below are useful for planning and providing services to affected employees, and employers are encouraged to address all items.

Notices to the Director should be sent to the following address:

Director
State Department of Labor and Industrial Relations
830 Punchbowl Street, Room 321
Honolulu, HI 96813

To learn about requirements for notices to affected employees and others, please refer to the applicable provisions in the enclosed materials.

**Items Required in Notice to Director of
Hawaii State Department of Labor and Industrial Relations**

		Required by	
		Chapter 394B HRS	WARN
1.	Name and address of employer;	X	X
2.	Name and phone number of contact person(s);	X	X
3.	Name and address of employment site where layoff(s) will occur;		X
4.	Statement as to whether planned action will be temporary or permanent;		X
5.	Statement if entire plant will be closed;		X
6.	Date of the closing, partial closing, relocation or divestiture, as these terms are defined in Chapter 394B, HRS;	X	
7.	Expected date of 1 st separation and anticipated schedule for making separations;		X
8.	Number of employees at covered establishment;	X	
9.	Job titles of affected positions, and number of affected employees in each job classification;		X
10.	Approximate number of employees to be laid off or terminated;	X	
11.	Name of union(s) representing affected workers, and name and address of chief elected officer of each union;		X
12.	Indication whether bumping rights exist for affected employees; and		X
13.	Name and title of person providing the information and date.		