



Perfect moments, always

JTB Hawaii, Inc.

818 Pine Street, Honolulu, Hawaii 96817

DEPT. OF LABOR AND
INDUSTRIAL RELATIONS
DIRECTOR'S OFFICE

2020 APR -6 PM 12: 28

April 4, 2020

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

Re: Notice of Employee Furloughs

Dear Director:

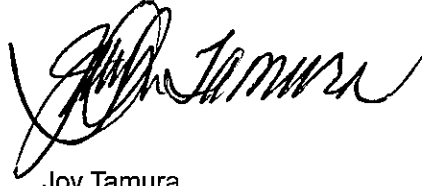
I am writing on behalf of the JTB Hawaii Group Companies (JTB Hawaii Inc., JTB Hawaii Travel, LLC, Travel Plaza Transportation, LLC and Tachibana Enterprises, LLC, hereafter "the Company") to provide you with notice of a furlough of our employees. The furlough of employees will be effective April 5, 2020, and is anticipated to continue until at least April 30, 2020. Employees affected by the furlough will not be in paid status, unless they are recalled to work.

The attached document (Schedule A) provides the names and addresses of the employment sites where the furloughs will occur. Where appropriate, we have indicated whether an entire site will be closed. We have also attached a list of the job titles of affected positions, and the number of affected employees in each job title (Schedule B). In total, 421 employees statewide will be furloughed on April 5th. Although we hope that the furloughs will be temporary, we cannot predict with certainty when the affected employees will be returned to work. The furlough is the result of a significant downturn in business due to the COVID-19 pandemic and the related effects on global tourism.

The urgency of government actions, the speed at which the pandemic spread, and the abrupt downturn in tourism were unforeseeable business circumstances which prevented us from giving greater prior notice of this action. No union represents any of the affected employees. The Company does not recognize seniority rights, and therefore no bumping rights exist.

If you require further information, please contact Joy Tamura, Corporate Director of Operations and Human Resources at (808) 397-5022.

Sincerely,

A handwritten signature in black ink, appearing to read "Joy Tamura". The signature is fluid and cursive, with the first name "Joy" written in a larger, more prominent script than the last name "Tamura".

Joy Tamura

Corporate Director of Operations and Human Resources

SCHEDULE A
LOCATIONS SHUT DOWN:

JTB Hawaii Travel-Oli Oli Station
1450 Ala Moana Blvd, Space 1370
Honolulu, HI 96814

JTB Hawaii Travel-Airport
300 Rodgers Blvd
Honolulu, HI 96819

JTB Hawaii Travel-Hilton Hawaiian Village
2005 Kalia Road DH-2
Honolulu, HI 96815

JTB Hawaii Travel-Waikiki Galleria Tower
2222 Kalakaua Ave, 2nd Floor
Honolulu, HI 96815

JTB Hawaii Travel-Sheraton Waikiki Hotel
2255 Kalakaua Ave Shop No. 4
Honolulu, HI 96815

JTB Hawaii Travel-Waikiki Shopping Plaza
2250 Kalakaua Ave Ste 216
Honolulu, HI 96815

JTB Hawaii Travel-Hyatt Regency Waikiki
2424 Kalakaua Ave Ste 208
Honolulu, HI 96815

JTB Hawaii Travel-Alohilani Resort
2490 Kalakaua Avenue
Honolulu, HI 96815

JTB Hawaii Travel-Maui office
228 Ho'ohana Street 1st floor
Kahului, HI 96732

JTB Hawaii Travel-Kona office
73-101 Kupipi Street
Kailua-Kona, HI 96740

Tachibana Enterprises- NRC Hilton Hawaiian Village
2005 Kalia Road
Honolulu, HI 96815

Tachibana Enterprises-NRC T Galleria By DFS
300 Royal Hawaiian Ave.
Honolulu, HI 96816

Tachibana Enterprises-NRC Airport
300 Rodgers Blvd
Honolulu, HI 96819

Tachibana Enterprises-Warehouse
3375 Koapaka Street, F28-31
Honolulu, HI 96819

ESSENTIAL EMPLOYEES WORKING REMOTELY & OCCASSIONAL IN PERSON:

JTB Hawaii, Inc. and Travel Plaza Transportation, LLC.
818 Pine Street, 4th Floor
Honolulu, HI 96817

JTB Hawaii, Inc.-International Sales and Services
615 Piikoi Street, Suite 1000
Honolulu, HI 96814

JTB Hawaii, Inc. and JTB Hawaii Travel, LLC.
2155 Kalakaua Ave, 9th Floor
Honolulu, HI 96815

Tachibana Enterprises, LLC
735 Iwilei Road, Suite 330
Honolulu, HI 96817

Tachibana Enterprises-NRC Waikiki Beach Marriott
2552 Kalakaua Avenue
Honolulu, HI 96815

SCHEDULE B

Position Title

JTB HAWAII TRAVEL	OAHU	
220	Hawaii-Assistant Manager-Corporate Sales 1	2
	Hawaii-Assistant Manager-CS Manager	3
	Hawaii-Assistant Manager-DMC	1
	Hawaii-Assistant Manager-HP Purchasing & Web Hotel Sales	1
	Hawaii-Assistant Manager-Marketing	1
	Hawaii-Assistant Manager-MICE Arrangement	1
	Hawaii-Associate Oli Oli-CS Oli Oli Station - Ala Moana	21
	Hawaii-Associate WSP-Waikiki Shopping Plaza	2
	Hawaii-Associate-ATS Planning and Arrangement	4
	Hawaii-Associate-ATS Planning and Arrangement	2
	Hawaii-Associate-Corporate Sales 1	5
	Hawaii-Associate-Corporate Sales 2	3
	Hawaii-Associate-CS Airport	21
	Hawaii-Associate-CS Headquarters	12
	Hawaii-Associate-CS Oli Oli Information Center	9
	Hawaii-Associate-CS Plazas	12
	Hawaii-Associate-FIT Sales	2
	Hawaii-Associate-HP Arrangement Sales	5
	Hawaii-Associate-HP Planning Sales	3
	Hawaii-Associate-HP Purchasing & Web Hotel Sales	2
	Hawaii-Associate-LOOK Arrangement Sales	7
	Hawaii-Associate-LOOK Planning Sales	2
	Hawaii-Associate-LOOK Purchasing Sales	4
	Hawaii-Associate-Marketing	2
	Hawaii-Associate-MICE Arrangement	2
	Hawaii-Associate-Planning & Procurement	7
	Hawaii-Associate-Rooms Control	7
	Hawaii-Associate-Sales Promotion	3
	Hawaii-Associate-Web Business	1
	Hawaii-General Manager-Corporate Sales Div	1
	Hawaii-General Manager-Project Promotion Office Div	1
	Hawaii-JHT Coordinator-HP Purchasing & Web Hotel Sales	1
	Hawaii-Manager Oli Oli-CS Oli Oli Station - Ala Moana	1
	Hawaii-Manager-CS Airport	1
	Hawaii-Manager-CS Manager	4
	Hawaii-Manager-DMC	1
	Hawaii-Manager-LOOK Purchasing Sales	1
	Hawaii-Manager-MICE Arrangement	1
	Hawaii-Office Associate-CS Oli Oli Station - Ala Moana	7
	Hawaii-Senior Manager-CS Airport	1
	Hawaii-Senior Manager-CS Manager	1
	Hawaii-Specialist 2-Corporate Sales 1	3
	Hawaii-Specialist 2-Corporate Sales 2	3
	Hawaii-Specialist 2-CS Plazas	2
	Hawaii-Specialist 2-DMC	1
	Hawaii-Specialist 2-FIT Sales	1
	Hawaii-Specialist 2-LOOK Arrangement Sales	1
	Hawaii-Specialist 2-LOOK Planning Sales	1

	Hawaii-Specialist 2-LOOK Purchasing Sales	1
	Hawaii-Specialist 2-Marketing	1
	Hawaii-Specialist 2-MICE Arrangement	1
	Hawaii-Specialist 2-Sales Promotion	2
	Hawaii-Specialist 2-Waikiki Shopping Plaza	1
	Hawaii-Specialist 2-Web Business	2
	Hawaii-Specialist-Corporate Sales 1	2
	Hawaii-Specialist-Corporate Sales 2	1
	Hawaii-Supervisor Oli Oli-CS Oli Oli Station - Ala Moana	1
	Hawaii-Supervisor-ATS Planning and Arrangement	1
	Hawaii-Supervisor-Corporate Sales 1	1
	Hawaii-Supervisor-Corporate Sales 2	1
	Hawaii-Supervisor-CS Airport	3
	Hawaii-Supervisor-CS Headquarters	3
	Hawaii-Supervisor-CS Manager	1
	Hawaii-Supervisor-CS Oli Oli Information Center	3
	Hawaii-Supervisor-CS Plazas	4
	Hawaii-Supervisor-HP Arrangement Sales	1
	Hawaii-Supervisor-HP Planning Sales	1
	Hawaii-Supervisor-HP Purchasing & Web Hotel Sales	2
	Hawaii-Supervisor-LOOK Arrangement Sales	1
	Hawaii-Supervisor-LOOK Planning Sales	1
	Hawaii-Supervisor-Planning and Procurement	1
	Hawaii-Supervisor-Rooms Control	2
	Hawaii-Web Business Coordinator-Web Business	2
	KONA	
g	Hawaii-Assistant Manager-Kona Office	1
	Hawaii-Associate-Kona Office	6
	Hawaii-Manager-Kona Office	1
	Hawaii-Supervisor-Kona Office	1
	MAUI	
g	Hawaii-Associate-Maui Office	6
	Hawaii-Baggage Handler-Maui Office	1
	Hawaii-Supervisor-Maui Office	2
JTB HAWAII, INC.		
16	Hawaii-Accountant-Accounting & Finance	1
	Hawaii-Accounts Payable Associate-Accounting & Finance	6
	Hawaii-Accts Payable Associate/Shoji-Accounting & Finance	1
	Hawaii-Sr Accounts Payable-Accounting & Finance	1
	Hawaii-Assistant-Human Resources	1
	Hawaii-Coordinator-International Sales & Service	1
	Hawaii-IT Specialist-MIS	1
	Hawaii-IT Specialist 2-MIS	1
	Hawaii-Receptionist-Operation	2
	Hawaii-Administrative Coordinator-Admin and Revenue	1
TACHIBANA ENTERPRISES		
65	Hawaii-Advisor-Admin Management Div	1
	Hawaii-Assistant Manager Owhse-Omiyage Warehouse	1
	Hawaii-Associate Omiyage-Omiyage Sales	1

	Hawaii-Associate Wireless Sales-JTL Wireless Ala Moana	2
	Hawaii-Associate-JAS Japanese Answering Service	1
	Hawaii-Associate-JTL Wireless Iwilei	4
	Hawaii-Associate-Product Development	3
	Hawaii-Cust Service Counter Sales-NRC Duty Free	4
	Hawaii-Cust Service Counter Sales-NRC HHV	2
	Hawaii-Cust Service Counter Sales-NRC Office	1
	Hawaii-Driver Guide-TAC Driver	1
	Hawaii-Driver TAC-TAC Driver	12
	Hawaii-Guide Assigner-Guide Assign	1
	Hawaii-Guide-Guide	12
	Hawaii-Lead Associate-Omiyage Sales	1
	Hawaii-Lead Cust Svc Counter Sales-NRC Airport	1
	Hawaii-Lead Cust Svc Counter Sales-NRC Duty Free	1
	Hawaii-Operations Coordinator-Golf and Tour	4
	Hawaii-Sales Associate-Omiyage Sales	5
	Hawaii-Specialist 2-Golf and Tour	2
	Hawaii-Specialist 2-NRC Duty Free	1
	Hawaii-Specialist-Product Development	1
	Hawaii-Supervisor Wireless Sales-JTL Wireless Ala Moana	1
	Hawaii-Warehouse Associate-Omiyage Warehouse	1
	Hawaii-Warehouse Specialist 2-Omiyage Warehouse	1
	TRAVEL PLAZA TRANSPORTATION	
103	Hawaii-Administrative Associate-Honolulu Office	3
	Hawaii-Assistant Manager-Reservation	1
	Hawaii-Associate CS TPT-Customer Service	1
	Hawaii-CSR Field Dispatcher-Customer Service	1
	Hawaii-Dispatcher-Dispatch	4
	Hawaii-Driver Manager-Honolulu Office	1
	Hawaii-Driver Supervisor-HNL Drivers	5
	Hawaii-Driver TPT-HNL Drivers	64
	Hawaii-Maintenance Parts Specialist-Maintenance	1
	Hawaii-Manager-Dispatch	1
	Hawaii-Mechanic 1st Class-Maintenance	2
	Hawaii-Mechanic 2nd Class-Maintenance	8
	Hawaii-Mechanic Supervisor-Maintenance	2
	Hawaii-Reservationist-Reservation	5
	Hawaii-Safety and Training Specialist-Honolulu Office	1
	Hawaii-Safety Coordinator-Honolulu Office	1
	Hawaii-Strategic Planning-Honolulu Office	1
	Hawaii-Supervisor-Dispatch	1



JTB HAWAII TRAVEL, LLC

2155 KALAKAUA AVENUE, 9TH FLOOR
HONOLULU, HAWAII 96815-2351

NEOPOST

FIRST-CLASS MAIL

04/04/2020

US POSTAGE \$000.65



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DEPT. OF LABOR AND
INDUSTRIAL RELATIONS
DIRECTOR'S OFFICE
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DIRECTOR
STATE DEPARTMENT OF LABOR
AND INDUSTRIAL RELATIONS
830 PUNCHBOWL ST TM 321
HONOLULU, HI 96813

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