



DEPT. OF LABOR AND
INDUSTRIAL RELATIONS
DIRECTOR'S OFFICE

April 1, 2020

2020 APR -6 PM 12: 28

Scott Murakami
Director, Department of Labor
and Industrial Relations
830 Punchbowl St, Room 321
Honolulu, HI 96813

Dear Mr. Murakami,

This letter is being transmitted to the Department in the spirit of The Worker Adjustment and Retraining Notification Act. At the writing of this letter, the hotels listed below are have suspended services or have minimal occupancy. Roughly 3000 positions have been or will be temporarily laid off starting March 12, 2020. The number of positions may fluctuate due to operational need. We cannot predict the length of time the temporary layoffs will be at this time but believe it is best to error on the side of caution and send notification now.

Our impacted hotels are:

- Sheraton Waikiki Hotel
 - 2255 Kalakaua Ave
Honolulu, HI 96815
- Royal Hawaiian, A Luxury Collection Resort
 - 2259 Kalakaua Ave
Honolulu, HI 96815
- The Moana Surfrider Hotels, a Westin Resort and Spa
 - 2365 Kalakaua Ave
Honolulu, HI 96815
- Sheraton Princess Kaiulani Hotel
 - 120 Ka'iulani Ave
Honolulu, HI 96815
- Sheraton Maui, Resort and Spa
 - 2605 Kaanapali Pkwy
Lahaina, HI 96761

All hotels are entered into a Collective Bargaining Agreement with UNITE HERE! Local 5 Hawaii. They are located at 1516 S King St, Honolulu, HI 96826. The company and the union have been working in conjunction to notify and assist all the affected employees daily. We thank you for your attention in the matter.

Please see attachments for position counts and applicable Collective Bargaining Agreement Sections. If you have any further questions, I can be reached at 808-931-8492 or trevor.bracher@sheraton.com.

Respectfully,

Trevor Bracher
Complex Director of Human Resources

Location	Department Name	Job Title	Count
Central Resources Team	CRT S and P-Waikiki Asia Sls	Account Director, Asia	3
Central Resources Team	CRT Convention Event Mngment	Account Director, Catering	1
Central Resources Team	CRT HD-Corp Mtg/Incentive Sale	Account Director, Group	3
Central Resources Team	CRT S and P - Waik Leisure Sls	Account Director, Leisure	1
Central Resources Team	CRT Finance	Accounting Coordinator	2
Central Resources Team	CRT Finance	Accounting Manager	1
Central Resources Team	CRT HR Training/Admin Pool	Admin Asst - SS Pool	1
Central Resources Team	CRT Central Reservations	Administrative Assistant	2
Central Resources Team	CRT Finance	Assistant Director of Finance	1
Central Resources Team	CRT HD Telecommunications	Assistant Systems Analyst	1
Central Resources Team	CRT F/B Control	Asst F/B Controller	1
Central Resources Team	CRT HR Training/Admin Pool	Complex Director of Training	1
Central Resources Team	CRT Public Relations - Waikiki	Department Coordinator	5
Central Resources Team	CRT HR Training/Admin Pool	Director of Cultural Services	1
Central Resources Team	CRTC Sales and Marketing	Director of Sales	1
Central Resources Team	CRT HD Telecommunications	Director of Technology	1
Central Resources Team	CRT S and P-Waikiki Asia Sls	Director, Asia Groups	1
Central Resources Team	CRT S and P-Waikiki Sls Adm	Executive Admin Assistant	1
Central Resources Team	CRT Finance	Financial Analyst	1
Central Resources Team	CRT Grounds/Landscaping	Grounds/Landscaping Manager	1
Central Resources Team	CRT Human Resources	Human Resource Generalist	1
Central Resources Team	CRT Human Resources	Human Resources Coord	3
Central Resources Team	CRT Human Resources	Human Resources Manager	1
Central Resources Team	CRT ISD	Manager IT	4
Central Resources Team	CRT Convention Event Mngment	Meeting & Event Manager	2
Central Resources Team	CRT Purchasing/Stores	Purchasing Manager	1
Central Resources Team	CRT Central Reservations	Reservations Manager	1
Central Resources Team	CRT Central Reservations	Reservations Supervisor	1
Central Resources Team	CRT Convention Event Mngment	Sales Coord, Cater & Event Mgm	2
Central Resources Team	CRT HD-Corp Mtg/Incentive Sale	Sales Coordinator	4
Central Resources Team	CRT Convention Event Mngment	Sales Coordinator, Catering	2
Central Resources Team	CRT S and P-Waikiki Asia Sls	Sales Manager, Asia	1
Central Resources Team	CRT Convention Event Mngment	Sales Manager, Catering	5
Central Resources Team	CRT HD-Corp Mtg/Incentive Sale	Sales Manager, Group	1
Central Resources Team	CRT S and P - Waik Leisure Sls	Sales Manager-Multi	4
Central Resources Team	CRT S and P Leisure Sls Jt HI	Sales Specialist	1
Central Resources Team	CRT Human Resources	Senior HR Manager	1
Central Resources Team	CRT Finance	Sr. Accounting Manager	1
Central Resources Team	CRT ISD	Systems Analyst	1
Central Resources Team	CRT HR Training/Admin Pool	Trainee	1
Central Resources Team	CRT Regional Sales Svc	Travel Coordinator	7
Moana Surfrider Hotel	MS Housekeeping	Administrative Assistant	1
Moana Surfrider Hotel	MS A and G Finance	Assistant Director of Finance	1
Moana Surfrider Hotel	MS Beachhouse	Asst Mgr, Restaurants & Bars	2
Moana Surfrider Hotel	MS Food Prep-Beachhouse	Chef de Cuisine	1
Moana Surfrider Hotel	MS A and G Finance	Credit Manager	1
Moana Surfrider Hotel	MS Management	Department Coordinator	1
Moana Surfrider Hotel	MSC Human Resources	Director of Human Resources	1
Moana Surfrider Hotel	MS Beachhouse	Director, Restaurants & Bars	1
Moana Surfrider Hotel	MS Repairs and Maintenance	Engineering Manager	1
Moana Surfrider Hotel	MS Spa	Esthetician	1

Location	Department Name	Job Title	Count
Moana Surfrider Hotel	MS Food Prep-Main Kitchen	Executive Chef	1
Moana Surfrider Hotel	MS Front Office	Front Office Manager	1
Moana Surfrider Hotel	MS A and G Finance	General Cashier	1
Moana Surfrider Hotel	MS Front Office	Guest Service Assistant Mgr	1
Moana Surfrider Hotel	MS Front Office	Guest Services Manager	4
Moana Surfrider Hotel	MS Front Office	Guest Services Supervisor	7
Moana Surfrider Hotel	MS Spa	Hair Stylist	2
Moana Surfrider Hotel	MS Housekeeping	Housekeeping Manager	3
Moana Surfrider Hotel	MS A and G Exec-Human Res	Human Resources Coord	1
Moana Surfrider Hotel	MS A and G Exec-Human Res	Human Resources Manager	1
Moana Surfrider Hotel	MS Banquets	Manager, Banquets	1
Moana Surfrider Hotel	MS Bev Prep/Svc-Beachhouse	Manager, Restaurants & Bars	1
Moana Surfrider Hotel	MS Spa	Massage Therapist	17
Moana Surfrider Hotel	MS Banquets	Meeting & Event Manager	1
Moana Surfrider Hotel	MS Spa	Nail Specialist	4
Moana Surfrider Hotel	MS Sales and Promo - Direct	On-line Marketing Manager	1
Moana Surfrider Hotel	MS Spa	Principle Esthetician	1
Moana Surfrider Hotel	MS Spa	Principle Massage Therapist	2
Moana Surfrider Hotel	MSC Executive Office	Resident Manager	1
Moana Surfrider Hotel	MS Spa	Spa Manager	2
Moana Surfrider Hotel	MS Sales and Promo - Direct	Sr. Restaurant Sales Manager	1
Princess Kaiulani Hotel	PK A and G Finance	Accounting Manager	1
Princess Kaiulani Hotel	PK Housekeeping	Administrative Assistant	1
Princess Kaiulani Hotel	PK Front Office	Asst F/O Manager	1
Princess Kaiulani Hotel	PK A and G Finance	Credit Manager	1
Princess Kaiulani Hotel	PK Repairs and Maintenance	Department Coordinator	1
Princess Kaiulani Hotel	PKC Engineering	Director of Engineering	1
Princess Kaiulani Hotel	PKC Waikiki Revenue Management	Director of Revenue Management	1
Princess Kaiulani Hotel	PK Food Prep-Main Kitchen	Director, Restaurants & Bars	1
Princess Kaiulani Hotel	PK Front Office	Front Office Manager	1
Princess Kaiulani Hotel	PK A and G Finance	General Cashier	1
Princess Kaiulani Hotel	PK Front Office	Global Personalization Manager	1
Princess Kaiulani Hotel	PK Front Office	Guest Service Assistant Mgr	1
Princess Kaiulani Hotel	PK Front Office	Guest Services Manager	3
Princess Kaiulani Hotel	PKC Executive Office	Hotel Manager	1
Princess Kaiulani Hotel	PK Housekeeping	Housekeeping Manager	3
Princess Kaiulani Hotel	PK A and G Exec-Human Res	Human Resources Coord	1
Princess Kaiulani Hotel	PK A and G Exec-Human Res	Human Resources Manager	1
Princess Kaiulani Hotel	PK Management	Manager, Restaurants & Bars	3
Princess Kaiulani Hotel	PK Sales and Promotion	Meeting & Event Manager	1
Princess Kaiulani Hotel	PK Sales and Promotion	Sales Coordinator	1
Princess Kaiulani Hotel	PK Food Prep-Main Kitchen	Sous Chef	1
Princess Kaiulani Hotel	PK Front Office	Sr. Global Personalization Mgr	1
Royal Hawaiian Hotel	RH Repairs and Maintenance	Administrative Assistant	1
Royal Hawaiian Hotel	RH Front Office	Asia Guest Service Manager	1
Royal Hawaiian Hotel	RH Housekeeping	Assistant Dir of Housekeeping	1
Royal Hawaiian Hotel	RH Front Office	Asst Asia Guest Services Mgr	1
Royal Hawaiian Hotel	RH Surf Lanai Service	Asst Mgr, Restaurants & Bars	3
Royal Hawaiian Hotel	RH Food Prep-Azure	Chef de Cuisine	1
Royal Hawaiian Hotel	RH Management	Department Coordinator	1
Royal Hawaiian Hotel	RHC Human Resources	Director of Human Resources	1

Location	Department Name	Job Title	Count
Royal Hawaiian Hotel	RH Management	Director, Food & Beverage	1
Royal Hawaiian Hotel	RH Azure	Director, Restaurants & Bars	1
Royal Hawaiian Hotel	RH Repairs and Maintenance	Engineering Manager	1
Royal Hawaiian Hotel	RH Food Prep-Banquet	Exec Sous Chef	2
Royal Hawaiian Hotel	RH A and G Finance	General Cashier	1
Royal Hawaiian Hotel	RH Front Office	Guest Experience Coordinator	2
Royal Hawaiian Hotel	RH Front Office	Guest Services Manager	2
Royal Hawaiian Hotel	RH Housekeeping	Housekeeping Manager	3
Royal Hawaiian Hotel	RH A and G Exec-Human Res	Human Resources Manager	1
Royal Hawaiian Hotel	RH Banquet	Manager, Banquets	1
Royal Hawaiian Hotel	RH Surf Lanai Service	Manager, Restaurants & Bars	2
Royal Hawaiian Hotel	RH Steward-Main Kitchen	Manager, Stewarding	1
Royal Hawaiian Hotel	RH Banquet	Meeting & Event Manager	1
Royal Hawaiian Hotel	RH Sales & Promotion	On-line Marketing Manager	1
Royal Hawaiian Hotel	RH Management	Restaurant Sales Manager	1
Royal Hawaiian Hotel	RH Front Office	Rooms Coordinator	1
Royal Hawaiian Hotel	RH Banquet	Sales Coordinator	2
Royal Hawaiian Hotel	RH Sales & Promotion	Sales Manager, Group	1
Royal Hawaiian Hotel	RH Food Prep-Banquet	Sous Chef	1
Royal Hawaiian Hotel	RH Uniformed Services	Uniformed Services Manager	1
Sheraton Waikiki Hotel	SW Banquet	Administrative Assistant	1
Sheraton Waikiki Hotel	SW Guest Services	Asia Guest Service Manager	1
Sheraton Waikiki Hotel	SW Uniformed Services	Assistant Arrival Manager	1
Sheraton Waikiki Hotel	SW A and G - Finance	Assistant Director of Finance	1
Sheraton Waikiki Hotel	SW Steward-Main Kitchen	Asst Manager, Stewarding	1
Sheraton Waikiki Hotel	SW Bev Prep/Svc-Rumfire	Asst Mgr, Restaurants & Bars	2
Sheraton Waikiki Hotel	SW Sales and Promotion	Complex Dir of On-Line Marketi	1
Sheraton Waikiki Hotel	SW Kai Market - Dinner	Department Coordinator	1
Sheraton Waikiki Hotel	SW Convention	Dir of Catering & Event Mgmt	1
Sheraton Waikiki Hotel	SWC Finance	Director of Finance	1
Sheraton Waikiki Hotel	SW Banquet	Director, Banquets	1
Sheraton Waikiki Hotel	SWC Food and Beverage	Director, Food & Beverage	1
Sheraton Waikiki Hotel	SW Management	Director, Restaurants & Bars	1
Sheraton Waikiki Hotel	SW Food Prep - Kai Market	Exec Sous Chef	1
Sheraton Waikiki Hotel	SW Kai Market - Dinner	General Manager, Restaurants	2
Sheraton Waikiki Hotel	SW Guest Experience	Guest Experience Coordinator	3
Sheraton Waikiki Hotel	SW Guest Experience	Guest Experience Manager	1
Sheraton Waikiki Hotel	SW Guest Services	Guest Service Assistant Mgr	19
Sheraton Waikiki Hotel	SW Front Office	Guest Services Manager	2
Sheraton Waikiki Hotel	SW Housekeeping	Housekeeping Manager	2
Sheraton Waikiki Hotel	SW A and G Exec - Human Res	Human Resources Coord	1
Sheraton Waikiki Hotel	SW Leahi Club Lounge - Rooms	Manager, Restaurants	1
Sheraton Waikiki Hotel	SW Convention	Meeting & Event Manager	1
Sheraton Waikiki Hotel	SW Management	Restaurant Sales Manager	1
Sheraton Waikiki Hotel	SW Amenity Store	Retail Assistant Manager	3
Sheraton Waikiki Hotel	SW Sales and Promotion	Revenue Manager	1
Sheraton Waikiki Hotel	SW Food Prep - Rumfire	Sous Chef	1
Sheraton Waikiki Hotel	SW Uniformed Services	Uniformed Services Manager	1

Royal Hawaiian Hotel

A/C Refrigeration Spec	2		
Assistant Cook	1		
Asst Pastry Chef	1		
Baker	1		
Baker/Pastry Cook	2	Mechanic Journeyman	1
Bar Porter	8	Painter Journeyman	3
Bar Support	1	Pantry	4
Bartender	10	Parking Valet	12
Bellhelp - Day	16	Pastry Chef - Hourly	1
Bellhelp - Night	1	Pastry Cook	3
Breakfast Cook	4	Seamstress	1
Bushelp	16	Second Cook	1
Carpenter/Mason	1	Upholsterer Journeyman	1
Club Lounge Attendant	8	Utility Steward	32
Cocktail Waithelp	22	Utility Steward - Night	4
Combination Bartender	9	Waithelp	60
Cook Helper	11	Waithelp Captain	7
Dinner Cook	6	Working Sous Chef	4
Door Attendant-non-part/nonVIP	3	Working Sup - Food Outlet	2
Electrician Journeyman	1	Working Supervisor - Hskpg	1
F/B Cashier	9		
Food Service Assistant	5		
Fountain Dispenser	3		
Front Service Clerk	2		
Front Svcs Clerk/Cashier - RH	4		
Fry Cook	10		
General Maintenance - KenFixIt	8		
GSA - Night	2		
GSA Working Supervisor	3		
GSA Working Supv - Night	1		
GSA-Day	13		
Head Bartender	2		
Head Butcher	1		
Head GardeManger	1		
Head Utility Steward	3		
Hosthelp	9		
Housekeeper I - Rms/Night	3		
Housekeeper I-Gen Cleaners	24		
Housekeeper II	4		
Housekeeper II - Night	4		
Housekeeper III	1		
Housekeeper III - Night	1		
Housekeeper I-Rooms/Day	71		
Housekeeping Clerk	3		
Linen Room Attendant	4		
Maintenance - Utility	2		

Sheraton Princess Kaiulani

A/C Refrigeration Spec	3		
Assistant Cook	3		
Assistant Head Steward	1	Plumber Journeyman	3
Asst Baker	1	Seamstress	1
Beach and Pool Attendant	9	Second Cook	1
Beach and Pool Captain	3	Senior Storekeeper	1
Bellhelp - Day	14	Telephone Operator - Day	11
Bellhelp - Night	1	Telephone Operator - Night	1
Breakfast Cook	2	Timekeeper/Receiving Clerk	1
Bushelp	5	Util-Buffer Food Runner	2
Carpenter Foreman	1	Utility Steward	8
Carpenter Journeyman	2	Utility Steward - Night	2
Carpenter Locksmith	1	Waithelp	12
Cocktail Waithelp	13	Working Bell Captain	1
Combination Bartender	6		
Cook Helper	1		
Dinner Cook	3		
Door Attendant-non-part/nonVIP	4		
Electrician Foreman	1		
Electrician Journeyman	3		
F/B Cashier	7		
Front Service Clerk	3		
Fry Cook	3		
General Maintenance - KenFixIt	4		
GSA Working Supervisor	3		
GSA-Day	22		
Head Linen Room Attendant	1		
Head Pantry	1		
Head Telephone Operator	1		
Hosthelp	5		
Housekeeper I-Gen Clean/Night	4		
Housekeeper I-Gen Cleaners	26		
Housekeeper II	12		
Housekeeper III - Night	1		
Housekeeper I-Rooms/Day	125		
Housekeeping Clerk	4		
Laborer	6		
Linen Room Attendant	4		
Maintenance 1st Class	1		
Maintenance Foreman	1		
Mechanic Foreman	1		
Mechanic Journeyman	5		
Painter Foreman	1		
Painter Journeyman	6		
Pantry	2		
Plumber Foreman	1		

Sheraton Waikiki and Support Services

A/C Refrigeration Spec	3	General Maintenance - KenFixIt	1	Timekeeper/Receiving Clerk	1
Accounting Clerk	12	GSA - Night	1	Upholsterer Foreman	1
Apprentice	4	GSA Working Supervisor	3	Upholsterer Journeyman	2
Apprentice Maintenance Other	1	GSA Working Supv - Night	2	Util-Buffer Food Runner	13
Assistant Auditor	5	GSA-Day	26	Utility Steward	67
Assistant Cook	3	Head Banquet Porter	3	Utility Steward - Night	6
Assistant Head Gardener	1	Head Butcher	1	Waithelp	108
Assistant Head Steward	3	Head GardeManger	1	Waithelp Captain	7
Asst Bell Captain	5	Head Pantry	1	Working Sous Chef	3
Asst Pantry	1	Head Telephone Operator	2	Working Sup - Food Outlet	2
Asst Pastry Cook	1	Head Utility Steward	3		
Asst Senior Storekeeper	3	Hosthelp	9		
Banquet Porter	21	Housekeeper I-Gen Cleaners	41		
Bartender	9	Housekeeper II	4		
Bell Valet	1	Housekeeper II - Night	20		
Bellhelp - Day	29	Housekeeper I-Rooms/Day	192		
Bellhelp - Night	1	Housekeeping Clerk	5		
Breakfast Cook	5	Income Auditor	3		
Bushelp	11	Junior Accounting Clerk	2		
Buyer	2	Laborer	8		
Carpenter Foreman	2	Laundry Attendant II	3		
Carpenter Journeyman	4	Linen Room Attendant	1		
Carpenter Locksmith	2	Lobby Greeter	1		
Carpenter/Mason	3	Maintenance - Utility	4		
Cashier/Hosthelp	4	Maintenance Clerk	1		
Chief Clerk/Bookkeeper	1	Mechanic Foreman	1		
Club Lounge Attendant	13	Mechanic Journeyman	4		
Club Lounge Receptionist	3	Mechanic Journeyman - HLP	2		
Cocktail Waithelp	49	Messenger	1		
Combination Bartender	24	Night Auditor	7		
Cook Helper	25	Painter Journeyman	5		
Dining Room Steward	8	Pantry	6		
Dinner Cook	17	Parking Valet	11		
Door Attendant-Aloha Landing	2	Pastry Chef - Hourly	1		
Door Attendant-part/VIP	3	Pastry Cook	3		
Electrician Foreman	2	Plumber Foreman	1		
Electrician Journeyman	10	Plumber Journeyman	6		
Engineering Administrator	1	Reservations Clerk	18		
F/B Cashier	8	Seamstress	2		
F/B Control Clerk	3	Second Cook	3		
File Clerk Typist/Mail	1	Senior Accounting Clerk	2		
Fountain Dispenser	8	Senior Resv Clerk	10		
Front Service Clerk	6	Senior Storekeeper	1		
Fry Cook	17	Storage Room Clerk	1		
Gardener	10	Storekeeper	6		
Gardener 1st Class	3	Telephone Operator - Day	16		
		Telephone Operator - Night	1		

Moana Surfrider

A/C Refrigeration Spec	2		
Assistant Cook	2	Housekeeper III - Night	1
Assistant Head Steward	2	Housekeeper I-Rooms/Day	95
Asst Bell Captain	2	Housekeeping Clerk	3
Asst Pantry	20	Laborer	1
Asst Pastry Chef	1	Linen Room Attendant	3
Asst Senior Storekeeper	1	Maintenance Foreman	1
Banquet Porter	6	Mechanic Foreman	1
Bar Porter	7	Mechanic Journeyman	5
Bar Support	3	Messenger	4
Bartender	4	Painter Foreman	1
Beach and Pool Attendant	10	Painter Journeyman	1
Beach and Pool Captain	3	Pantry	6
Bellhelp - Day	12	Parking Valet	14
Bellhelp - Night	1	Pastry Chef - Hourly	1
Breakfast Cook	4	Pastry Cook	1
Bushelp	18	Plumber Foreman	1
Carpenter Foreman	1	Plumber Journeyman	2
Carpenter Journeyman	2	Plumber Maintenance	1
Carpenter Locksmith	1	Renewal Specialist	7
Carpenter/Mason	1	Seamstress	1
Club Lounge Attendant	8	Second Cook	4
Club Lounge Receptionist	4	Senior Storekeeper	1
Cocktail Waithelp	33	Spa Experience Consultant	5
Combination Bartender	11	Telephone Operator - Day	3
Dining Room Steward	1	Telephone Operator - Night	1
Dinner Cook	4	Timekeeper/Receiving Clerk	2
Door Attendant-non-part/nonVIP	3	Upholsterer Journeyman	1
Electrician Foreman	1	Util-Buffer Food Runner	6
Electrician Journeyman	3	Utility Steward	36
F/B Cashier	7	Utility Steward - Night	7
Fountain Dispenser	3	Waithelp	64
Front Svcs Clerk Supervisor	5	Waithelp Captain	5
Fry Cook	9	Working Bell Captain	1
General Maintenance - KenFixIt	3		
GSA - Night	3		
GSA Working Supervisor	3		
GSA-Day	15		
Head Banquet Porter	1		
Head Bartender	1		
Head GardeManger	1		
Head Telephone Operator	1		
Hosthelp	10		
Housekeeper I-Gen Cleaners	27		
Housekeeper II	16		
Housekeeper III	1		



SHERATON

Waikiki

March 6, 2020

RE: Declaration of Contingency

Sheraton Waikiki has declared contingency due to the enormous reduction of occupancy during the COVID-19 crisis. Because of the economic impact on travel and business, unfortunately, staffing will be drastically reduced pending the return of historical normal occupancy as of March 12, 2020.

In accordance with the Collective Bargaining Agreement, the following sections will apply:

- Section 21.1.F. – Temporary Layoff. Temporary layoff is defined as any temporary elimination in the weekly work opportunities normally available, lasting less than sixty (60) days, and where a reasonable expectancy of resuming the former shift exists.
- Section 21.4.A. – Temporary Layoff. Employees affected by layoffs may accept reduced work opportunity without loss of seniority status or bump employees with an equal or lower status within the classification or an equal or lower related job, in order to maintain work opportunity provided they are qualified to do the work and have more departmental seniority.
- Section 22.1 – Temporary Transfer. Any employee subject to this Agreement may be temporarily transferred to another classification, or may be used to for relief of employees under another classification or for other legitimate business reasons.

If no aforementioned section is applicable for you, the following options are available:

- Utilize existing vacation leave balance. Please keep in mind that you must have 20 compensable hours per schedule week in order to maintain Health and Welfare benefits.
 - Associates may have an Hour Bank, maximum 100 hours to be used if they fall short of the minimum 80 hours/month. Associates should confirm with the union that the associates can draw from this bank during this time. Contact **BRMS at: 808-523-0199** or www.brmsonline.com.
- Apply for temporary unemployment through the Department of Labor, Unemployment Insurance Division if applicable. Qualification will be determined by DLIR. They may be contacted at:
Oahu Claims Office
830 Punchbowl St., Rm 110
Honolulu, HI 96813
(808) 586-8970
dlir.ui.oahu@hawaii.gov
<https://labor.hawaii.gov/ui/>

Schedules and operations will be assessed weekly as we endeavor to return to pre-contingency levels as soon as possible. We regret the hardship this may cause you and are hopeful that this crisis passes quickly. We thank each and every one of you for your dedication and support of Sheraton Waikiki as we partner through these difficult times. If you have any questions, please do not hesitate to contact your department manager or Human Resources.

Sincerely,

Tom Calame
General Manager

Trevor Brachér, HR
2255 Kalakaua Avenue
Honolulu, HI 96815

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Scott Murakami
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