



May 1, 2020

CERTIFIED MAIL - RETURN
RECEIPT REQUESTED

DEPT. OF LABOR AND
INDUSTRIAL RELATIONS
DIRECTOR'S OFFICE
2020 MAY -4 PM 3:45

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

Dear Director Murakami:

This letter is being transmitted in the spirit of the Worker Adjustment and Retraining Notification Act ("WARN") and serves to inform you that Prince Resorts Hawaii and Prince Waikiki, both located at located at 100 Holomoana Street, Honolulu, Hawaii, may temporarily lay off employees on or after June 15, 2020.

Operations at Prince Resorts Hawaii and Prince Waikiki have been temporarily suspended since March 28, 2020. However, all employees have been brought back on payroll and will remain on payroll through at least June 15, 2020. Temporary layoffs, if any, would commence on or after June 15, 2020.

While we cannot predict the length of the layoffs, we currently expect them to be temporary (*i.e.*, less than six months), and therefore do not believe that WARN applies. Nevertheless, we are providing you with advance notice of the potential layoffs out of an abundance of caution. The lack of further advance notice was due to unforeseen business circumstances resulting from the COVID-19 pandemic, including governmental orders relating to COVID-19.

Enclosed with this letter is a list of the affected job classifications and the number of affected employees in each job classification. The employees are not represented by a union and no bumping rights exist.



If you have any questions, you may contact me at 808-944-3246 or a.ahakuelo@princehawaii.com.

Very truly yours,

A handwritten signature in black ink, appearing to be "AA", written in a cursive style.

Anisah Ahakuelo

Corporate Director of Human Resources

Enclosures

List of Positions Being Furloughed



Prince Waikiki	
Position	Number of Employees
PW Exec Ofc Assistant	1
PW Exec Ofc General Manager	1
PW HR Assistant Director	1
PW HR Coordinator	1
PW HR Generalist	1
PW Purchasing Procurement Analyst	1
PW Purchasing Storekeeper	2
PW Eng Coordinator	1
PW Eng Director	1
PW Eng Maint I	3
PW Eng Maint II	4
PW Eng Maint III	6
PW Eng Supervisor	2
RT 100 Sails Barback	3
RT 100 Sails Bartender	5
RT 100 Sails Director of Restaurants & Special Events	1
RT 100 Sails Food & Beverage Manager	1
RT 100 Sails Food & Beverage Supervisor	1
RT 100 Sails Greeter	4
RT 100 Sails Lounge Server*	2
RT 100 Sails Service Attendant*	3
RT 100 Sails Service Cashier	2
RT 100 Sails Waithelp*	26
RT FB Admin Administrative Assistant	1
RT FB Admin Executive Chef	1
RT FB Admin Executive Steward	1
RT FB Admin Marketing Assistant	1
PW Banquets Bartender	5
PW Banquets C&CS Manager	2
PW Banquets Captain*	3
PW Banquets Cashier	1
PW Banquets Catering Asst	1
PW Banquets Director of C&CS	1
PW Banquets Food & Beverage Manager	1
PW Banquets Houseperson*	5
PW Banquets Lead Houseperson*	1



PW Banquets Sales Ops Manager	1
PW Banquets Waithelp*	28
RT BoP Beverage Cart Attendant*	1
RT BoP Food & Beverage Manager	1
RT BoP Golf Club Bartender	1
RT BoP Waithelp*	13
CU 100 Sails Cook II Dinner	4
CU 100 Sails Cook III	4
CU 100 Sails Cook IV	4
CU 100 Sails Lead Cook Dinner	1
CU 100 Sails Lead Cook Lunch	1
CU 100 Sails Lead Pantry	1
CU 100 Sails Pantry I	1
CU 100 Sails Pantry II	4
CU 100 Sails Pastry Cook II	1
CU PW Banquets Baker III	2
CU PW Banquets Cook II Lunch	2
CU PW Banquets Cook IV	4
CU PW Banquets Executive Chef	1
CU PW Banquets Lead Pastry Cook	1
CU PW Banquets Pantry I	1
CU PW Banquets Pantry II	1
CU PW Banquets Pastry Cook II	1
CU BoP Golf Club Cook III	1
CU BoP Golf Club Cook IV	2
CU BoP Lead Cook Lunch	1
CU PW Cafeteria Cook II Lunch	2
CU Hinana Bar Cook IV	1
RT Hinana Bar Bartender	2
RT Hinana Bar Food & Beverage Supervisor	1
RT Hinana Bar Waithelp*	3
RT IRD Food & Beverage Service Agent	4
RT IRD Waithelp*	1
ST 100 Sails Buffet Runner	2
ST 100 Sails Senior Steward Supervisor	1
ST 100 Sails Utility Steward	9
ST PW Banquets Steward Supervisor	1
ST PW Banquets Utility I	2
ST PW Banquets Utility Steward	10



ST BoP Utility I	1
ST BoP Utility Steward	3
ST PW Cafeteria Utility Steward	1
PW Golf Admin Assistant	1
PW Golf Hskpg General Cleaner I	1
PW Golf Hskpg Public Area Supervisor	1
PW Golf Maint Assistant Golf Course Superintendent	1
PW Golf Maint Assistant Mechanic	1
PW Golf Maint Chemical Specialist	2
PW Golf Maint Clerk	1
PW Golf Maint Equipment Operator II	7
PW Golf Maint Gardener	6
PW Golf Maint Golf Course Superintendent	1
PW Golf Maint Irrigation Mechanic	2
PW Golf Maint Senior Mechanic	1
PW Golf Shop Assistant Golf	2
PW Golf Shop Course Attendant	8
PW Golf Shop Front Clerk	3
PW Golf Shop Golf Course Mechanic	1
PW Golf Shop Golf Ops Manager	1
PW Laundry Attendant I	8
PW Laundry Attendant II	5
PW Laundry Uniform Attendant	2
PW Club Ambassador	5
PW Communcation Ambassador	6
PW Concierge Ambassador	5
PW Concierge Lobby Greeter	3
PW Front Svcs Ambassador Supervisor*	2
PW Front Svcs Ambassador*	11
PW Front Svcs Bell Desk Ambassador	2
PW Gst Svcs Ambassador	11
PW Gst Svcs Front Office Assistant Manager	1
PW Gst Svcs Hotel Assistant Manager	4
PW Gst Svcs Management Trainee	1
PW Gst Svcs Night Audit Ambassador	1
Housekeeping Manager	1
PW Hskpg Assistant Executive Housekeeper	1
PW Hskpg Clerk	1
PW Hskpg Executive Housekeeper	1



PW Hskpg General Cleaner I	15
PW Hskpg General Cleaner II	15
PW Hskpg Inspector/Inspectress	4
PW Hskpg Public Area Supervisor	1
PW Hskpg Room Attendant	62

Prince Resorts Hawaii	
Position	Number of Employees
HB IT Information Technology Systems Manager	2
PR Exec Ofc Executive Assistant	1
PR HR Training Manager	1
PR IT Network Administrator	1
PW IT System Network Manager	1
PR A/P AP Clerk	1
PR A/R AR Clerk	1
PR Accounting Accounts Payable Manager	1
PR Accounting Accounts Receivable Manager	1
PR Accounting Clerk	2
PR Accounting Controller	2
PR Accounting Corporate Payroll & Benefits Manager	1
PR Accounting Fixed Asset Accountant	1
PR Accounting General Cashier	1
PR Accounting Groups & Membership Specialist	1
PR Accounting Manager	1
PR Accounting Staff Accountant	4
PR Franchise Liaison	1
PR Payroll/Benefits Accounting Clerk	1
PW Accounting Assistant	1
PW Accounting Assistant Controller	1
PW Accounting Clerk	2
PW Accounting Staff Accountant	1
SK Accounting Director of Operations	1
HB Sales Assistant	1
HB Sales Director	1
HB Sales Director Leisure	1
HB Sales Manager	3
HB Sales Manager Groups	3



HB Sales Manager Leisure	1
PR Asia Sales Marketing Manager	1
PR Marketing Manager	1
PR Resv Prince Preferred Manager	1
PW Sales Administrative Assistant	1
PW Sales Coordinator	1
PW Sales Director	1
PW Sales Director Asia Pacific	1
PW Sales Director of Groups	1
PW Sales Director of Wholesale & Groups	1
PW Sales Group Coordinator	1
PR Exec Ofc Director of Information Technology	1
PR Exec Ofc HR Corporate Director	1

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FIRST CLASS

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