



June 22, 2020

Mr. Scott Murakami, Director  
Deputy Director Anne E. Perreira-Eustaquio  
State of Hawaii Department of Labor and Industrial Relations  
830 Punchbowl Street, Room 321  
Honolulu, HI 96813

DEPT. OF LABOR AND  
INDUSTRIAL RELATIONS  
DIRECTOR'S OFFICE  
2020 JUN 29 PM 1:19

Dear Mr. Murakami and Ms. Perreira-Eustaquio:

This letter serves as notification that the Four Seasons Resort Hualala, (the "Hotel") will be extending a temporary furlough of employees at the business operations located at 72-100 Ka'upulehu Drive, Kailua Kona Hawaii, due to unforeseen business circumstances caused by the COVID-19 pandemic and associated government mandated business closures and stay-at-home orders. The furloughs began on or about March 28, 2020.

The initial government stay-at-home order, travel prohibitions, mandatory 14-day quarantine period and limitations on non-essential businesses began in March 2020 and were set to expire after a short period. Since that time, however, the government orders were extended multiple times for reasons beyond our control. Many of our operations will remain closed or significantly limited for an indefinite period of time for these reasons, which are beyond our control. Accordingly, we have had to reassess our initial understanding of the circumstances facing the Hotel given new and unforeseeable information about the severity and duration of the adverse effects of the COVID-19 pandemic on our business, which unfortunately, now appear will be longer and more substantial than was previously foreseeable.

As a result, we have made the decision to extend the furlough status of employees on furlough for an indefinite period of time effective June 22, 2020. As a result, the entire furlough period may last longer than six months. Approximately 700 employees will be affected. Attached is a list of the job titles/classifications of the positions to be affected, and the number of affected employees in each job title/classification.

Bumping rights do not exist. There are no unions affiliated with the affected employees.

We were unable to provide you with notice of these furlough extensions earlier because the length and extent of the adverse business circumstances resulting from the COVID-19 pandemic, and the

fluid nature of its effects on our community, business, and industry, were not foreseeable when employees were placed on a temporary layoff.

This notice is based upon the best information currently available. Various factors may affect these plans. We will inform you of any significant changes.

To the extent the Hotel's actions in response to the COVID-19 emergency constitutes a plant closing or mass layoff for purposes of the federal Worker Adjustment and Retraining Notification (WARN) Act, this letter is intended to fulfill any requirements under the Act. By providing this information, however, the Hotel does not concede that the Act applies or that this notice is required.

Should you have any questions or need further information, please do not hesitate to contact me as employer representative through the following contact information:

Mitch Sipiala  
Regional Director of People and Culture  
72-100 Kaupulehu Dr  
Kailua Kona, Hi 96740  
[Mitch.sipiala@fourseasons.com](mailto:Mitch.sipiala@fourseasons.com)  
808 325-8021

Regards,



Mitch Sipiala  
Regional Director of People and Culture

		Count
Front Office	Assistant Director	1
Front Office	Assistant Manager	3
Front Office	Front Desk Receptionist	7
Front Office	Rooms Other 1	1
Reservations	Department Manager	1
Reservations	Assistant Manager	1
Reservations	Reservations Agent	4
Housekeeping	Executive Housekeeper	1
Housekeeping	Assistant Executive Houskeeper	1
Housekeeping	Assistant Manager 1	1
Housekeeping	Assistant Manager 2	1
Housekeeping	Assistant Manager 3	1
Housekeeping	Assistant Manager 4	1
Housekeeping	Supervisor	1
Housekeeping	Guest Room Attendant	24
Housekeeping	Turndown Attendant	5
Housekeeping	Public Area Attendant	2
Housekeeping	Attendant 1	2
Housekeeping	Coordinator	3
Housekeeping	Guest Room Inspector/ess	6
Housekeeping	Rooms Other 1	4
Housekeeping	Rooms Other 2	9
Housekeeping	Uniform Attendant	2
Housekeeping	Seamstress/Tailor	1
Guest Services	Department Manager	1
Guest Services	Guest Services Manager	1
Guest Services	Chef Concierge	1
Guest Services	Assistant Manager	1
Guest Services	Assistant Manager 1	3
Guest Services	Door Attendant	3
Guest Services	Bell Attendant	6
Guest Services	Concierge	8
Guest Services	Airport Greeter	3
Guest Services	Rooms Other 1	3
Guest Services	Rooms Other 4	4
F&B Management	Director	1
F&B Management	Assistant Director	1
F&B Management	Administrative Assistant 1	1
Preparation	Executive Chef	1
Preparation	Executive Sous Chef	1
Preparation	Executive Pastry Chef	1
Preparation	Sous Chef	1
Preparation	Garde Manger Chef	4
Preparation	Banquet Chef	1
Preparation	Assistant Executive Pastry Chef	1
Preparation	Sous Chef 1	1

Preparation	Sous Chef 2	1
Preparation	Sous Chef 3	1
Preparation	Station Cook 3	5
Preparation	Station Cook 5	4
Preparation	Prep Cook 1	6
Preparation	Prep Cook 2	7
Preparation	Prep Cook 3	8
Preparation	Prep Cook 4	5
Preparation	Prep Cook 5	4
Preparation	Pastry Cook 1	4
Preparation	Baker 1	2
Preparation	Butcher 1	1
Stewarding	Executive Steward	1
Stewarding	Assistant Executive Steward	1
Stewarding	Supervisor	3
Stewarding	Steward	15
Stewarding	Banquet Steward	2
Stewarding	Steward 8	7
Stewarding	Steward 10	4
Stewarding	Steward 11	1
Stewarding	Night Cleaner	8
Stewarding	Office Cleaner	1
Catering	Director	1
Catering	Conference Services Manager	3
Catering	Administrative Assistant	2
Banquets	Department Manager	1
Banquets	Assistant Manager	2
Banquets	Supervisor	2
Banquets	Banquet Set-up House Attendant	8
Banquets	Captain 4	1
Banquets	Server 1	6
Banquets	Server 2	1
Banquets	Server 3	4
Banquets	Server 4	2
Banquets	Server 5	2
Banquets	Bartender 1	1
Banquets	Bartender 2	1
Room Service	Department Manager	1
Room Service	Assistant Manager 1	2
Room Service	Private Bar Attendant	1
Room Service	Room Service Coordinator	3
Room Service	Server 1	4
Room Service	Server 2	5
Room Service	Server 3	1
Room Service	Server 4	1
Room Service	Server 5	1
Ulu	Manager 2	1

Ulu	Assistant Manager	2
Ulu	Assistant Manager 1	1
Ulu	Attendant	1
Ulu	Reservations Agent	1
Ulu	Server 1	5
Ulu	Server 2	7
Ulu	Server Assistant/Busperson 1	3
Ulu	Server Assistant/Busperson 2	3
Ulu	Server Assistant/Busperson 3	1
Ulu	Server Assistant/Busperson 4	3
Ulu	Server Assistant/Busperson 5	1
Ulu	Bartender 1	2
Ulu	Bartender 2	3
Ulu	Host/ess 1	1
Ulu	Host/ess 2	2
Beach Tree	Department Manager	1
Beach Tree	Assistant Manager	1
Beach Tree	Assistant Manager 2	1
Beach Tree	Server 1	4
Beach Tree	Server 2	8
Beach Tree	Server 3	3
Beach Tree	Server Assistant/Busperson 2	1
Beach Tree	Server Assistant/Busperson 3	1
Beach Tree	Server Assistant/Busperson 4	1
Beach Tree	Server Assistant/Busperson 5	1
Beach Tree	Server Assistant/Busperson 6	1
Beach Tree	Server Assistant/Busperson 7	1
Beach Tree	Bartender 1	7
Beach Tree	Bartender 2	3
Beach Tree	Host/ess 1	2
Beach Tree	Host/ess 3	1
Pools	Assistant Manager	1
Pools	Server 1	15
Ulu Lounge	Server 1	1
Hualalai Grille	Department Manager	1
Hualalai Grille	Assistant Manager	1
Hualalai Grille	Server 3	1
Hualalai Grille	Server 4	2
Hualalai Grille	Server Assistant/Busperson 1	1
Hualalai Grille	Server Assistant/Busperson 2	2
Hualalai Grille	Server Assistant/Busperson 13	1
Hualalai Grille	Server Assistant/Busperson 14	1
Hualalai Grille	Bartender 2	1
Hualalai Grille	Host/ess 1	1
Residents' Beach House	Server 1	2
Residents' Beach House	Server Assistant/Busperson 11	1
Residents' Beach House	Bartender 1	2

Residents' Beach House	Host/ess 1	1
Coffee Company	Assistant Manager	1
Canoe Club	Server 1	2
Canoe Club	Server Assistant/Busperson 2	2
Canoe Club	Bartender 1	1
Ke'Olu Clubhouse	Bartender 1	1
Ke'Olu Clubhouse	Bartender 2	1
Golf Beverage Cart	Server Assistant/Busperson 3	2
Hualalai Golf Hale F&B	Server Assistant/Busperson 3	1
Resort F&B Preparation	Sous Chef	1
Resort F&B Preparation	Station Cook 1	5
Resort F&B Preparation	Station Cook 2	2
Resort F&B Preparation	Station Cook 3	1
Resort F&B Preparation	Station Cook 4	3
Resort F&B Preparation	Station Cook 5	1
Resort F&B Preparation	Prep Cook 1	3
Resort F&B Preparation	Prep Cook 2	5
Resort F&B Preparation	Prep Cook 3	1
Resort F&B Preparation	Pastry Cook 1	3
Resort F&B Preparation	Butcher 1	2
Resort F&B Preparation	Butcher 2	2
Resort F&B Preparation	Butcher 3	1
Resort F&B Preparation	Other Misc 2	1
Resort F&B Stewarding	Steward	-
Resort F&B Stewarding	Steward 8	3
Residence Club Rental Dept.	Coordinator 3	1
RC Housekeeping	Guest Room Attendant	7
Spa Dept.	Director Other 1	1
Spa Dept.	Supervisor	1
Spa Dept.	Concierge Supervisor	1
Spa Dept.	Administrative Assistant	1
Spa Dept.	Massage Therapist	22
Spa Dept.	Esthetician	7
Spa Dept.	Attendant 2	1
Spa Dept.	Attendant 8	3
Spa Dept.	Concierge	4
Spa Dept.	Fitness Instructor	2
Spa Dept.	Other Misc 6	1
Spa Dept.	Other Misc 8	5
Golf Course 1 Services	Public Area Attendant	1
Golf Course 1 Services	Attendant 7	5
Golf Course 1 Services	General Maintenance 4	1
Golf Course 1 Services	Assistant Golf Pro	1
Golf Course 1 Maint. Dept.	Mechanic	1
Golf Course 1 Maint. Dept.	Irrigation Technician	1
Golf Course 1 Maint. Dept.	Groundskeeper	5
Golf Course 2 Services	Attendant	6

Golf Course 2 Maint. Dept.	Irrigation Technician	1
Golf Course 2 Maint. Dept.	Groundskeeper	4
Golf Pro Shop	Pro Shop Manager	1
Golf Pro Shop	Retail Attendant	4
Gift Shop	Department Manager	1
Gift Shop	Retail Attendant	7
Gift Shop	Storeroom Clerk	1
Seaside Luxe	Assistant Manager	1
Seaside Luxe	Retail Attendant	3
Seaside Beach	Assistant Manager	1
Seaside Beach	Assistant Manager 1	1
Seaside Beach	Supervisor	2
Seaside Beach	Retail Attendant	3
Seaside Beach	Coordinator	1
Kids for All Seasons	Assistant Manager	1
Kids for All Seasons	Supervisor	1
Kids for All Seasons	Kids for All Seasons Attendant	3
Pool and Beach	Department Manager	1
Pool and Beach	Assistant Manager	2
Pool and Beach	Supervisor	6
Pool and Beach	Locker Attendant	1
Pool and Beach	Attendant 1	9
Pool and Beach	Server 2	4
Pool and Beach	Server 3	4
Pool and Beach	Server 4	5
Pool and Beach	Server Assistant/Busperson 1	4
Pool and Beach	Bartender 1	2
Pool and Beach	Night Cleaner	1
Racquet	Attendant 9	4
Racquet	Tennis Pro	4
Alaka'i Nalu	Supervisor	1
Alaka'i Nalu	Other Misc 2	8
Cultural Center	Guest Services Assistant Manager	1
Cultural Center	Other Misc 1	1
Hualalai Golf Hale	Assistant Manager	1
Hualalai Golf Hale	Attendant	3
Hualalai Golf Hale	Public Area Attendant	1
Hualalai Golf Hale	Golf Pro	1
Limousine	Limousine Driver	1
Garage	Valet Parking Attendant	2
Membership	Coordinator	1
HVH Property Management	Coordinator	1
HVH Property Management	Concierge	4
Valet Expense	Valet Laundry Attendant	5
Staff Cafeteria	Supervisor	1
Staff Cafeteria	Prep Cook 4	1
Staff Cafeteria	Employee Dining Attendant	2

Staff Cafeteria	Steward	1
Executive Office	Regional Vice President & General Manager	1
Executive Office	Administrative Assistant 1	1
Finance	Assistant Director	1
Finance	Administrative Assistant	1
Finance	Staff Accountant	1
Finance	Accounts Receivable Clerk	2
Finance	Accountant 1	4
Finance	Accountant 2	1
Purchasing	Director	1
Purchasing	Assistant Director	1
Purchasing	Administrative Assistant	1
Purchasing	Receiving Clerk	1
Purchasing	Storeroom Clerk	4
Human Resources	Assistant Director	1
Human Resources	Employment Manager	1
Human Resources	Administrative Assistant	1
Human Resources	Administrative Assistant 1	1
Training Department	Learning Manager	1
Information Systems Dept Labor.	Assistant Manager	1
Telecom Dept Labor	Telephone Operator	6
Sales & Mktg Dept.	Administrative Assistant	3
Sales & Mktg Dept.	Leisure Sales Manager	1
Sales & Mktg Dept.	Sales Manager 2	1
Public Relations	Public Relations Coordinator	1
Catering Sales	Administrative Assistant 1	1
Catering Sales	Catering Sales Manager	1
PO&M Dept.	Assistant Director	1
PO&M Dept.	Administrative Assistant	1
PO&M Dept.	Journeyman Engineer	2
PO&M Dept.	Mechanic	2
PO&M Dept.	Carpenter	2
PO&M Dept.	Painter/Wallcoverer	5
PO&M Dept.	General Maintenance 2	1
PO&M Dept.	General Maintenance 3	1
PO&M Dept.	General Maintenance 6	1
PO&M Dept.	General Maintenance 7	2
Landscaping Dept.	Mechanic	1
Landscaping Dept.	General Maintenance 1	1
Landscaping Dept.	Irrigation Technician	1
Landscaping Dept.	Fertilizer Application Technician	1
Landscaping Dept.	Groundskeeper 2	16





FOUR SEASONS  
RESORT  
HUALALAI

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OF THE RETURN ADDRESS, FOLD AT DOTTED LINE

**CERTIFIED MAIL**



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DEPT. OF LABOR AND  
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2020 JUN 29 PM 1:13



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