



DEPT. OF LABOR AND  
INDUSTRIAL RELATIONS  
DIRECTOR'S OFFICE

2020 AUG 24 PM 12: 00

August 18, 2020

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

Dear 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. The furloughs began on or about March 29, 2020.

Due to the Governor's announcement on Tuesday, August 18, 2020 that trans Pacific travel to Hawaii would remain under the current mandatory 14-day quarantine laws through September, we anticipate that the adverse effects on our business will continue. Many of our operations will remain closed or significantly limited for an indefinite period of time for these reasons, which are beyond our control.

As a result, we have made the decision to extend the furlough status of employees on furlough beyond September. As a result, the entire furlough period will last longer than six months. Approximately 680 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 Resort'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,

A handwritten signature in black ink, appearing to read "MS", written over a horizontal line.

Mitch Sipiala  
Regional Director of People and Culture

<b>Job Title</b>	<b>Number of Employees</b>
Accountant	1
Accounts Payable Clerk (Non-Management)	1
Accounts Receivable Clerk	2
Administrative Assistant	3
Airport Greeter/Lei Greeter	4
AM Server	1
Assistant Banquet Manager	2
Assistant Chef Concierge (Management)	2
Assistant Executive Pastry Chef (Management)	1
Assistant Food & Beverage Outlet Manager (Management)	7
Assistant Front Desk Manager	1
Assistant Front Office Manager	1
Assistant Guest Services Manager	4
Assistant Housekeeping Manager	1
Assistant Kids for All Seasons Manager	1
Assistant Pool/Beach Manager	2
Assistant Reservations Manager	1
Assistant Retail Manager	1
Assistant Room Service Manager	1
Assistant Stewarding Manager	1
Baker 3	1
Banquet Captain (Non-Management)	2
Banquet House Attendant	6
Banquet Server	6
Barista	3
Bartender	22
Bell Attendant	9
Bell Desk Attendant	1
Carpenter	2
Catering Coordinator	3
Catering Manager	2
Chef de Partie	1
Communications Agent	8
Concierge	24
Concierge Supervisor	1
Cook 1	4
Cook 2	8
Cook 3	11
Cook 4	2
Day Auditor	1
Director of Banquets	1
Director of Housekeeping	1
Director of Retail	2
Door Attendant	3
Driver	2
Employee Dining Cook	1
Engineer 2	2
Engineering Coordinator	1
Esthetician	3
Executive Chef (Non Planning Committee)	1
Fertilizer Application Technician	2
Finance Administrative Assistant	2

Fitness Instructor	2
Floor Supervisor (Non-Management)	9
Food & Beverage Outlet Manager	6
Front Desk Receptionist (Non-Management)	9
General Maintenance	3
Gift Shop Stocker	1
Golf Course Mechanic	1
Golf House Attendant	13
Groundskeeper	8
Guest Activities Attendant (Non-Management)	10
Guest Activities Attendant I	2
Guest Activities Attendant II	1
Guest Recognition Specialist	1
Guest Relations Manager	1
Guestroom Attendant	43
Hair Stylist	1
Host/ess	14
Housekeeping Coordinator	3
Housekeeping House Attendant	11
Kids for All Seasons Attendant	1
Kids for All Seasons Supervisor	1
Lead House Attendant	2
Lead Therapist	2
Mechanic (Non-Management)	3
Night Cleaner	16
Painter/Wallcoverer	3
Pastry Chef de Partie	1
Pastry Cook	5
Pastry Cook I	1
Pastry Cook III	1
People and Culture Coordinator	2
Personal Trainer	1
PM Server	1
Pool/Beach Attendant	26
Pool/Beach Manager	2
Pool/Beach Supervisor (Non-Management)	3
Prep Cook	5
Pro Shop Manager	1
Project Manager (DH)	1
Public Area Attendant	7
Public Area Golf Attendant	1
Public Area Supervisor	1
Public Relations Coordinator	1
Purchasing Coordinator	1
Racquet Attendant	2
Receiving Clerk	2
Reservations Agent (Non-Management)	5
Residential Room Attendant	4
Residential Services Coordinator	2
Retail Attendant	15
Room Service Manager	1
Room Service Order Taker	6
Room Service Server	10
Room Service Supervisor	1
Rooms Administrative Assistant	1

Runner	13
Sales Administrative Assistant	3
Sales Manager	1
Seamstress/Tailor	2
Server	70
Server Assistant/Busperson	19
Sous Chef (Management)	3
Spa Attendant	1
Spa Director	1
Spa Therapist	17
Spa/Health Club Receptionist	4
Station Cook	18
Steward	22
Stewarding Supervisor	1
Storeroom Clerk	4
Tennis Pro	1
Turndown Attendant	9
Uniform Attendant	3
Valet Attendant	8
Valet Parking Attendant	1
Wildlife Biologist	1
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<b>Grand Total</b>	<b>655</b>