AN IHG® HOTEL
HONOLULU HAWAII

September 10, 2020

The Honorable Kirk Caldwell, Mayor of Honolulu
Honolulu Mayor's Office
530 South King Street
Honolulu, HI 96813

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

Workforce Development Division
830 Punchbowl Street, Room 329
Honolulu, HI 96813

DEPT OF LABOR AND
INDUSTRIAL RELATIONS
DIRECTOR'S OFFICE
2020 SEP 11 AM 9:04

Re: Notice of Temporary Reduction in Hotel Occupancy at Holiday Inn Express Waikiki/Employee Lay-offs

Aloha Mayor Caldwell and Director Murakami:

It has been brought to my attention the Holiday Inn Express is not currently listed on the "Worker Adjustment and Retraining Notification (WARN) 2020, Real-time WARN Updates" website. Enclosed please find a copy of the letter sent to the above listed addresses on 07/29/20. This letter advises of the Holiday Inn Express' intent to layoff 105 employees effective 08/12/20. For your reference, please also find a copy of the WARN letter template sent out to all 105 employees on 07/29/20 via USPS Certified Mail.

Please advise if there are additional steps needed to comply with all notification process requirements. I can be reached directly at (808) 389-7994 or via e-mail at jernell.mendonca@hiexwaikiki.com.

With best regards and aloha,

Jernell R.A. Mendonca
General Manager
Holiday Inn Express Waikiki

Enclosures (2)

HOLIDAY INN EXPRESS
2058 Kuhio Ave
Honolulu Hawaii 96815

reservations@hiexwaikiki.com

808 947 2828

808 943 0504

AN IHG® HOTEL
HONOLULU HAWAII

July 29, 2020

The Honorable Kirk Caldwell, Mayor of Honolulu
Honolulu Mayor's Office
530 South King Street
Honolulu, HI 96813

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

Workforce Development Division
830 Punchbowl Street, Room 329
Honolulu, HI 96813

Re: Notice of Temporary Reduction in Hotel Occupancy at Holiday Inn Express Waikiki/Employee Lay-offs

Aloha Mayor Caldwell and Director Murakami:

Please accept this letter as notification that Holiday Inn Express Waikiki, 2058 Kūhiō Avenue, Honolulu, HI 96815, has experienced a drastic reduction in hotel occupancy, due to the unforeseen business circumstances caused by the natural disaster and spread of COVID-19, the Governor of Hawaii's declaration of emergency, as well as the recently issued recommendations and/or orders regarding public gatherings by the CDC and various other government agencies and officials.

It is anticipated that the reduction in business will be temporary; however, based on the fluid and rapidly evolving nature of this situation, we are unable to provide a specific date at which business will restore to pre COVID-19 conditions.

As a result of the temporary downturn in business, effective August 12, 2020, we will be laying off approximately 105 individuals (including part-time employees) who are employed at Holiday Inn Express Waikiki and the 105 individuals will be put into layoff status. A list of the job titles of the employees who will be affected, and the number of employees with each job title, is attached. None of the employees are represented by a union.

HOLIDAY INN EXPRESS
2058 Kuhio Ave
Honolulu Hawaii 96815

reservations@hiexwaikiki.com

808 947 2828

808 943 0504

AN IHG® HOTEL
HONOLULU HAWAII

You may direct any further inquiries regarding this matter to me at (808) 748-7131 or via e-mail at jernell.mendonca@hiexwaikiki.com.

With best regards and aloha,

Jernell R.A. Mendonca
General Manager
Holiday Inn Express Waikiki

Job Title	Number of Employees in Position
BELL/LUGGAGE ATTENDANT	3
BREAKFAST ATTENDANT	14
ENGINEER	4
FOOD AND BEVERAGE SUPERVISOR	1
GUEST SERVICE REPRESENTATIVE	12
HOST	1
HOUSEPERSON	6
LINEN ATTENDANT	3
POOL ATTENDANT	2
PUBLIC AREA ATTENDANT	9
RESERVATIONS AGENT	3
ROOM ATTENDANT	44
SALES COORDINATOR	1
STEWARD	2

HOLIDAY INN EXPRESS
2058 Kuhio Ave
Honolulu Hawaii 96815

reservations@hiexwaikiki.com

808 947 2828

808 943 0504

AN IHG® HOTEL
HONOLULU HAWAII

NOTICE OF LAYOFF TO AFFECTED EMPLOYEES PURSUANT TO THE WORKER ADJUSTMENT AND RETRAINING NOTIFICATION (WARN) ACT

July 29, 2020

[Employee First Name]
[Employee Position]
[Employee Address]
[Employee Address]

Re: Notice of Temporary Reduction in Operations at Holiday Inn Express Waikiki

Aloha [Employee Name]

Over the last several months, the Holiday Inn Express Waikiki has experienced a reduction in business due to the unforeseen business circumstances caused by the natural disaster and spread of COVID-19, the Governor of Hawaii's declaration of emergency, as well as the recently issued recommendations and/or orders regarding public gatherings by the CDC and various other government agencies and officials.

After extensively exploring many options, we have found we must reduce our workforce to ensure the financial stability of the company. As such, it is with a heavy heart and deepest regret to inform you that your position as [Employee Position] will be moving from furlough to permanent lay off as of August 12, 2020.

It is anticipated that this reduction in business will be temporary however, based on the fluid and rapidly evolving nature of this situation, we are unable to provide a specific date at which we will be able to increase hotel operations at this time.

Please see the following additional information:

1. **Do I have any right to "bump" other employees from their jobs based on my seniority with the company?**

   Sightline Hospitality does not recognize strict seniority rights, but may take seniority into consideration as a factor in determining which employees to lay off and the timing of each employee's layoff. Seniority also will be considered as a factor in recalling employees, should Holiday Inn Express Waikiki be successful in maintaining operation of the facilities. However, seniority will be just one factor in these decisions, and other factors, such as business necessity, expertise, and past performance, will also be considered when making these decisions.

HOLIDAY INN EXPRESS
2058 Kuhio Ave
Honolulu Hawaii 96815
reservations@hiexwaikiki.com
808 947 2828
808 943 0504

AN IHG® HOTEL
HONOLULU HAWAII

For those that are offered the opportunity to be rehired and rejoin the Holiday Inn Express Waikiki, you will also be eligible for a sign on bonus of $1000.00 (less applicable payroll taxes). To qualify for this bonus payment:

1. Rehire takes place on or before November 30, 2020.
2. This sign on bonus will be paid after successfully completing the 90-day introductory period.
3. You must be in good standing at this time with no disciplinary actions.
4. You must maintain confidentiality of the sign on bonus amounts.

2. **When will my Health Benefits end?**
   Your Health Benefits will end on August 30. 2020. COBRA notifications will be sent in approximately fourteen (14) days along with instructions for enrollment.

3. **Will I be paid out earned PTO time?**
   Yes, you will be paid out any earned PTO time that you have.

4. **Who do I contact for my 401K account with Trans America?**
   Please contact Trans America's rollover administration at 1-800-401-8726.

5. **Will I be eligible for unemployment?**
   Yes, you will be eligible for unemployment. To file an unemployment claim, please go to the State of Hawaii Unemployment Insurance website at: https://labor.hawaii.gov/ui/ or call them at (808) 586-8970.

Should you have any additional questions, please feel free to contact me directly at (808) 748-7131. Please accept our deepest mahalo for your contributions during your employment with Holiday Inn Express Waikiki.

We wish you all the very best in your future endeavors and for the safety and good health of you and your ohana.

Me ke aloha pumehana,

Jernell R.A. Mendonca
General Manager
Holiday Inn Express Waikiki

HOLIDAY INN EXPRESS
2058 Kuhio Ave
Honolulu Hawaii 96815

reservations@hiexwaikiki.com

808 947 2828

808 943 0504