DOCUMATION

May 26, 2020

Via Electronic Mail:
WIOATitle@dwd.wisconsin.gov

Wisconsin Department of Workforce Development
Dislocated Workers Unit
201 E. Washington Ave.
PO Box 7972
Madison, WI 53707-7972

RE: Documation LLC, Notice of Furlough

The purpose of this letter is to provide notice of planned furlough of partial staff of Documation LLC, at its facility located at 1556 International Drive, Eau Claire, WI 54701. This notice is being provided on a voluntary basis pursuant to the Wisconsin Business Closing and Mass Layoff Law.

Effective June 9, 2020 Documation LLC intends to furlough 28 affected staff members from its workforce in Eau Claire. The job titles affected by the furlough and the number of affected employees in each job classification are included in the attached Exhibit A. The affected employees are not represented by a union or do not have bumping rights.

This furlough is a result of unforeseen decline in business sales caused by the Covid-19 pandemic. Based on our best information available at this time, Documation expects these furloughs to be temporary and employees would be recalled as business returns. In the event that sales volumes do not return to previous levels in three months, furloughs for those employees not recalled will become permanent layoffs.

For further information, please contact the following individual:

Marlin Swenson, CFO
Documation LLC
1556 International Drive
Eau Claire, WI 54701
715-552-5710, Mswenson@documation.com

Sincerely,

Marlin Swenson
Chief Financial Officer

CC: Dale Peters, City Manager
Eau Claire City Hall
203 South Farwell
Eau Claire, WI 54701

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Exhibit A

Job Title	Number of Affected Employees
Smart Binder Operator	2
Receiving Inventory Clerk	1
Collator/Saddle Stitch Operator	1
Accounting Clerk	1
Hand Bindery Operator	2
Digital Press Operator	2
Offset Press Operator	1
Bulk Mail Operators	2
Laminator Operator	1
Account Representative	3
Proof Reader	1
Pre Press Operator	2
Hunkeler Operator	1
Driver	1
Book Finishing Operator	2
Perfect Bind Operator	1
Shipping Clerks	2
Folder Mail Operators	2