

**To:** ETFO Thames Valley Teacher Local Members  
**From:** Craig Smith, President, ETFO Thames Valley Teacher Local (ETFO TVTL)  
**Date:** December 9, 2022  
**Regarding:** **ETFO Provincial Festive Season Closure**

Message from Sharon O'Halloran, ETFO Provincial:

Presidents,

As you know each year the ETFO Provincial Office closes for two weeks over the Festive Season period. The timing of the office closure is determined by language in the Executive Staff and Management Staff collective agreements.

This year, to ensure compliance with our two staff agreements, ETFO will close during the week of December 19-23 and December 26-30. We will reopen on January 2.

As is always our practice, members will have access to PRS support during this two-week closure. Information on how to access on call support during this time will be detailed on our office voice mail message as well as on our website.

In addition, recognizing that some boards and locals are open during the week of December 19-23, we will have a designated staff member available to respond to local leader inquiries during the first week of closure as well.

I will message out more specific details on this next week.

For more information regarding this *Communiqué* please contact the Local office by phone at 519-474-3150, or by email at [etfotvtl@etfothamesvalley.com](mailto:etfotvtl@etfothamesvalley.com)