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## Member Services Advisory

**June 29, 2010**

### **CPCO Provincial Office Summer Hours**

Monday to Thursday - 8:30am to 4:30pm

Friday - 8:30am to 2:00 pm

The office will be closed on the following dates:

Thursday, July 1, 2010 – Canada Day

Friday, July 2, 2010

Monday, August 2, 2010 – Civic Holiday

Monday, September 6, 2010 – Labour Day

### **Legal Assistance**

If you require legal assistance during the summer months please contact STERLON at 1-888-783-7566.

### **CPCO Long Term Disability Plan (LTD)**

If you become ill for an extended period of time during the summer and are a member of this Plan, call the First Alert service at Johnson Inc. at 1-877-709-5854. Johnson's staff will help ensure that you have a smooth transition to LTD benefits if your illness continues.

### **Changing Schools/Moving**

If you will be moving to a new school in September or moving residences this summer, please visit the CPCO private members' website to change your contact information in the database. Members who have been **promoted** from vice-principal to principal are also asked to notify CPCO of the change. You may also forward your revised information to Gaby Aloï at [galoï@cpc.on.ca](mailto:galoï@cpc.on.ca).

### **Newly Appointed Administrators**

Please remind newly appointed administrators that they need to apply to CPCO for membership. Application forms can be accessed on the CPCO website in Member Services.

Newly appointed administrators, whose associations belong to the CPCO LTD Plan must apply for LTD within 90 days of their date of appointment. If you require more information contact Nelly Kelders at [nkelders@cpc.on.ca](mailto:nkelders@cpc.on.ca) or 1-888-621-9190 or 416-483-1556 Ext. 38

### **Retirements and Leaves**

If you are retiring, taking a leave of absence or returning from a leave of absence, please contact Gaby Aloï at [galoï@cpc.on.ca](mailto:galoï@cpc.on.ca) or 1-888-621-9190 or 416-483-1556 Ext. 26.

On behalf of the executive council and the staff at CPCO I wish all our members a safe, happy and relaxing summer vacation.

Clara Pitoscia,  
Executive Director.