

**TOWN OF VIENNA, VIRGINIA
ADMINISTRATIVE REGULATIONS**

<u>Subject:</u> <p style="text-align: center;">CASUAL FRIDAYS</p>	<u>Regulation No:</u> <p style="text-align: center;">2.37</p>	<u>Effective Date:</u> <p style="text-align: center;">June 9, 2008</p>
Supersedes : October 1, 1997		

I. PURPOSE

The purpose of this Administrative Regulation is to implement a casual Friday program for office staff. This program is not available to maintenance employees, uniform and sworn police personnel.

II. APPLICABILITY

A. On each Friday, employees are able to wear less formal clothing to their work site. However, employees who are scheduled to attend any meetings or conferences on Friday are to dress appropriately for the occasion.

B. During periods of severe inclement weather, the Town will follow the Casual Friday standards.

C. While attending Town sponsored AED and defensive driving classes, employees can follow the Casual Friday standards.

III. STANDARDS


Any style of pants except athletic may be worn as long as they have no rips, holes or tears in them and are clean. Shorts are not allowed under any circumstances.

Sweaters, sweatshirts or any other style of shirts may be worn as they comply with the apparel standards of Administrative Regulation 2.25.

Shoes are to be worn at all times. Athletic shoes may be worn on Casual Friday.

IV. APPLICABLE DOCUMENTS

None

<i>Signature of Town Manager:</i>	<i>Date:</i>
	6-3-2008