



AZUSA UNIFIED SCHOOL DISTRICT

C2 Schedule

CLASSIFIED MONTHLY - Non CSEA JOB CLASSIFICATIONS
2024-2025 SCHOOL YEAR

CYCLE/ SCHEDULE	ABSENCES		ABSENCE REPORT DUE DATE	WARRANT ISSUE DATE
	FROM	TO		
C2A	7/1/2024	7/15/2024	July 17th	7/31/2024
C2B	7/16/2024	8/15/2024	August 16th	8/30/2024
C2C	8/16/2024	9/15/2024	September 17th	9/29/2024
C2D	9/16/2024	10/15/2024	October 17th	10/31/2024
C2E	10/16/2024	11/15/2024	November 15th	11/29/2024
C2F	11/16/2024	12/15/2024	December 17th	12/30/2024
C2G	12/16/2024	1/15/2025	January 17th	1/31/2025
C2H	1/16/2025	2/15/2025	February 17th	2/28/2025
C2I	2/16/2025	3/15/2025	March 17th	3/31/2025
C2J	3/16/2025	4/15/2025	April 17th	4/30/2025
C2K	4/16/2025	5/15/2025	May 16th	5/30/2025
C2L	5/16/2025	6/30/2025	June 17th	6/30/2025

- All absence reports are due by noon on the due date, no exceptions. Please make arrangements to drop off absence reports early if the site will be closed on the due date.

- Late absence reports can result in employees being overpaid or underpaid.
- It is strongly encouraged that absences are turned in before scheduled breaks.
- If the 17th falls on a holiday or weekend, please submit on the last working day prior.
 - For example, 8/17/24 is on a Saturday; the absence report must be turned in on Friday 8/16/2024.

- Absences submitted that result in an adjustment (such as an unpaid leave) will be reflected on the warrant that issues on the last working day of the month.
 - For example, absence reports with sick leave in excess of sick balance submitted on 8/17/2024 will be reflected on the 8/31/2024 warrant.