



AZUSA UNIFIED SCHOOL DISTRICT

E4 Schedule

CLASSIFIED MONTHLY
2025-2026 SCHOOL YEAR

CYCLE/ SCHEDULE	ABSENCES		ABSENCE REPORT	WARRANT
	FROM	TO	DUE DATE	ISSUE DATE
E4	7/1/2025	7/15/2025	July 16th	7/25/2025
E4	7/16/2025	7/31/2025	August 1st	8/8/2025
E4	8/1/2025	8/15/2025	August 16th	8/25/2025
E4	8/16/2025	8/31/2025	September 1st	9/10/2025
E4	9/1/2025	9/15/2025	September 16th	9/25/2025
E4	9/16/2025	9/30/2025	October 1st	10/10/2025
E4	10/1/2025	10/15/2025	October 16th	10/24/2025
E4	10/16/2025	10/31/2025	October 31st	11/10/2025
E4	10/31/2025	11/15/2025	November 14th	11/25/2025
E4	11/15/2025	11/30/2025	December 1st	12/10/2025
E4	12/1/2025	12/15/2025	December 16th	12/23/2025
E4	12/16/2025	12/31/2025	January 2nd	1/9/2026
E4	1/1/2026	1/15/2026	January 16th	1/23/2026
E4	1/16/2026	1/31/2026	February 2nd	2/10/2026
E4	2/1/2026	2/15/2026	February 16th	2/25/2026
E4	2/16/2026	2/28/2026	March 2nd	3/10/2026
E4	3/1/2026	3/15/2026	March 16th	3/25/2026
E4	3/16/2026	3/31/2026	April 1st	4/10/2026
E4	4/1/2026	4/15/2026	April 16th	4/24/2026
E4	4/16/2026	4/30/2026	May 1st	5/8/2026
E4	5/1/2026	5/15/2026	May 15th	5/24/2026
E4	5/16/2026	5/31/2026	June 1st	6/10/2026
E4	6/1/2026	6/15/2026	June 16th	6/25/2026
E4	6/16/2026	6/30/2026	July 1st	7/10/2026

Timesheets must be submitted by the due date and should not be postponed for later submission or saved until the end of the school year.

- Absences submitted that result in an adjustment (such as an unpaid leave) will be reflected on the warrant that issues in the following pay period.

- 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.

- It is strongly encouraged that absences are turned in before scheduled breaks.

- Late absence reports can result in employees being overpaid or underpaid.

- If the due date falls on a holiday or weekend, please submit on the last working day prior.

- Only submit original timesheets with appropriate signatures in blue ink; No Signature stamps / No Copies / No Emails.

All timesheets must be completed with the following items:

- Employee ID Number

- Name

- Account String

- Employee Signature/Date

- Supervisor Signature/Date