



AZUSA UNIFIED SCHOOL DISTRICT

C2 Schedule

CLASSIFIED MONTHLY
2025-2026 SCHOOL YEAR

CYCLE/ SCHEDULE	ABSENCES		ABSENCE REPORT	WARRANT
	FROM	TO	DUE DATE	ISSUE DATE
C2	7/1/2025	7/31/2025	July 16th	7/31/2025
C2	8/1/2025	8/31/2025	August 16th	8/29/2025
C2	9/1/2025	9/30/2025	September 16th	9/30/2025
C2	10/1/2025	10/31/2025	October 16th	10/31/2025
C2	10/31/2025	11/30/2025	November 14th	11/25/2025
C2	12/1/2025	12/31/2025	December 16th	12/30/2025
C2	1/1/2026	1/31/2025	January 16th	1/30/2026
C2	2/1/2026	2/28/2025	February 16th	2/27/2026
C2	3/1/2026	3/31/2025	March 16th	3/30/2026
C2	4/1/2026	4/30/2025	April 16th	4/30/2026
C2	5/1/2026	5/31/2025	May 15th	5/29/2026
C2	6/1/2026	6/30/2025	June 16th	6/30/2026

- 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.