

AZUSA UNIFIED SCHOOL DISTRICT

C1 Schedule

CERTIFICATED MONTHLY, EXTRA HOURS, and STIPENDS 2025-2026 SCHOOL YEAR

CYCLE/ SCHEDULE	ABSENCES		ABSENCE REPORT & Timesheets DUE DATE	WARRANT ISSUE DATE
	FROM	TO		
C1	7/1/2025	7/31/2025	July 24th	8/1/2025
C1	8/1/2025	8/29/2025	August 22nd	9/2/2025
C1	9/1/2025	9/30/2025	September 24th	10/1/2025
C1	10/1/2025	10/31/2025	October 24th	11/3/2025
C1	11/3/2025	11/28/2025	November 21st	12/1/2025
C1	12/1/2025	12/31/2025	December 19th	1/2/2026
C1	1/2/2026	1/30/2026	January 23rd	2/2/2026
C1	2/2/2026	2/27/2026	February 23rd	3/2/2026
C1	3/2/2026	3/31/2026	March 24th	4/1/2026
C1	4/1/2026	4/30/2026	April 24th	5/1/2026
C1H	4/1/2026	4/23/2026	April 24th	5/1/2026
C1	5/1/2026	5/29/2026	May 22nd	6/1/2026
C1H	4/24/2026	5/21/2026	May 22nd	6/1/2026
C1	6/1/2026	6/30/2026	June 24th	7/1/2026
C1H	5/22/2026	6/14/2026	June 24th	7/1/2026

- 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.