Adding A New Absence Policy

This guide walks through adding a new absence policy within isolved
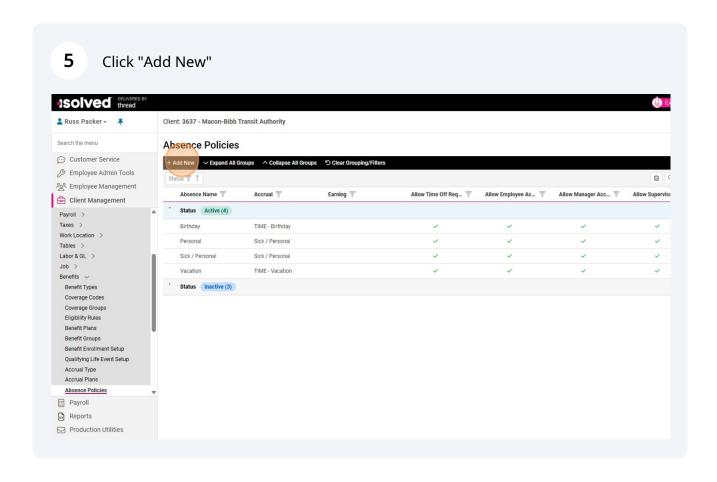
1   Navigate to **https://connect.threadhcm.com**

2 Click the "Search the menu" field.

3 Type "Absence"

4 Click "Client Management » Benefits » Absence Policies"

5 Click "Add New"
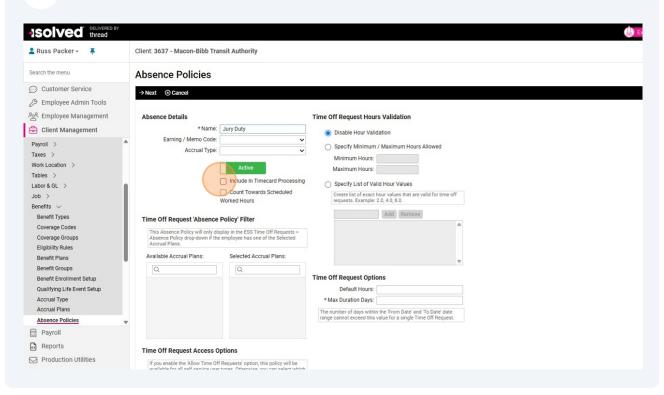
6   Click the "Name:" field.
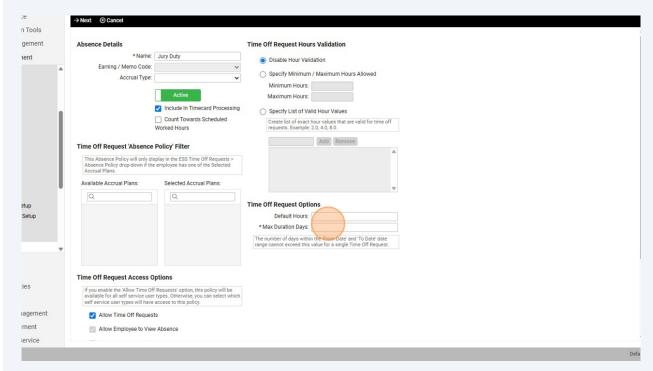

7   Type the name of the absence policy.

8   Click the "Include In Timecard Processing" field.

9   Scroll down and Click the "Allow Time Off Requests" field.

10 Click the "Max Duration Days:" field.
Enter the maximum amount of days an employee can request for this type of absence.

11 Once you've completed that screen, Click "Next"

12 Add any eligibility rules if applicable
Click "Save"