Closing off business access after an employee's departure · What should be recorded?

For: Paušalni obrt · Obrtnici · j.d.o.o. · d.o.o.

Practical business guidance · Reviewed: 2026-11-22

Applicability: According to the profile and circumstances of the described case.

Record to whom devices, keys, documents and open items are handed over.

Record and working document

Ensure that business documents can be opened after access has been revoked.

If the permissions are not listed, request administrator review before completing.

Working example · Closing business access after an employee's departure

Ensure that business documents can be opened after access has been revoked.

Specific next steps

1. Ensure that business documents can be opened after access has been revoked.
2. If the permissions are not listed, request administrator review before completing.
3. Please designate in advance the person responsible for access and the person responsible for the staffing procedure.

Limits of application

For a Croatian employment relationship, in accordance with applicable regulations and the contract.

Sources

Ministry of Labour · Labour Law, Frequently Asked Questions

https://mrosp.gov.hr/pristup-informacijama-16/najcesca-pitanja-i-odgovori/zakon-o-radu/5698

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https://adriatrends.hr/poslovni-vodic/en/pitanja/praksa-odlazak-radnika-pristupi-dokazi