Closing off business access after employees leave · How to integrate the procedure into routine operations?

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.

Please designate in advance the person responsible for access and the person responsible for the staffing procedure.

Regular application

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

Ensure that business documents can be opened after access has been revoked.

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Ensure that business documents can be opened after access has been revoked.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. Record to whom devices, keys, documents and open items are handed over.
2. Ensure that business documents can be opened after access has been revoked.
3. If the permissions are not listed, request administrator review before completing.

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-primjena