Closing off business access after an employee's departure · What to do when the process stalls?

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.

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

When a plan meets an obstacle

Separate the final employment-related obligations from the technical return of equipment and authorisations.

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

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Ensure that business documents can be opened after access has been revoked.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. Separate the final employment-related obligations from the technical return of equipment and authorisations.
2. Record to whom devices, keys, documents and open items are handed over.
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

Original page

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