Closing off business access after an employee's departure · How to check this in practice?

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.

Ensure that business documents can be opened after access has been revoked.

Checking by example

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

Record to whom devices, keys, documents and open items are handed over. If the authorisations are not listed, request administrative review before finalising.

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. 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-provjera