Changing the schedule due to a colleague's absence · What should be noted?

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.

Preserve the original schedule, the amendment, the reason and the notification method.

Record and working document

For each worker, check the shift rotation and any potential lack of rest.

If there aren't enough people, consider scaling back the workload while ensuring obligations are met.

Working example · Changing the schedule due to a colleague's absence

For each worker, check the shift rotation and any potential lack of rest.

Specific next steps

1. For each worker, check the shift rotation and any potential lack of rest.
2. If there aren't enough people, consider scaling back the workload while ensuring obligations are met.
3. Arrange a single channel for confirming the planned shift.

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-raspored-promjena-privatno-dokazi