Changing the schedule due to a colleague's absence · How to integrate the procedure into routine operations?

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

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

Arrange a single channel for confirming the planned shift.

Regular application

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

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

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. Preserve the original schedule, the amendment, the reason and the notification method.
2. For each worker, check the shift rotation and any potential lack of rest.
3. If there aren't enough people, consider scaling back the workload while ensuring obligations are met.

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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