How can the handover of work be organised if employees rarely meet in the same place?

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

Practical business guidance · Reviewed: 2026-11-22

Applicability: For organising work in Croatia, including checking the contract, the applicable collective agreement and the relevant regulations.

Define the minimum handover record, an exception channel and the person who confirms that the task has been accepted. Enter only the data necessary to continue working.

When this is applied

Record what has been completed, what remains and the deadline. Align working hours and any method of notification with the employer's rules.

What to do in practice

Choose an official channel, establish the procedures and teach the team which data to record and when.

A business example

The service sends a single structured message at the end of the fieldwork. The shift leader confirms whether he has received the task code, the status and the scheduled time of the next visit.

Specific next steps

1. Choose an official channel, establish the procedures and teach the team which data to record and when.

Limits of application

For organising work in Croatia, including checking the contract, the applicable collective agreement and the relevant regulations.

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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