

RIGHTS, POLICIES, AND WORKPLACE SUPPORT

PRACTICAL ACTIVITY



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THEMATIC AREA

Rights, Policies, and Workplace Support

ACTIVITY TITLE AND INTRODUCTION

Case Scenario Activity: “Choose the Best Support Path”

This activity invites participants to explore how workplace rights and support measures function in real-life situations. Many employees are unaware of the rights they already have or are unsure how to access workplace support. Through a realistic case scenario, participants will identify the best course of action, compare formal and informal support options, and reflect on how policies can improve their work–life balance. The goal is to increase awareness, confidence, and understanding of the practical steps employees can take in everyday situations.

PHOTO



DURATION OF ACTIVITY (IN MINUTES)

20-30 min. of which:

Reading scenario: 3 minutes

Group or individual decision-making: 10 minutes

Discussion and reflection: 10-15 minutes

LEARNING OUTCOMES

By completing this activity, participants will be able to:

- Recognise the difference between formal rights (e.g., parental leave, carers' leave, flexible work requests) and informal support (e.g., manager discretion).
- Understand when and how to request workplace support.
- Evaluate different support options and choose the most appropriate one based on rights and workplace policies.
- Reflect on barriers that prevent employees from using their entitlements and how to overcome them.

AIM OF THE ACTIVITY

To help participants apply their knowledge of workplace rights by analysing a realistic situation, choosing the most appropriate support option, and understanding how formal rights and informal workplace practices can affect their ability to balance work and care responsibilities.

MATERIALS REQUIRED FOR ACTIVITY

- The printed or digital case scenario (provided below)
- Pen and paper (if working offline)
- Optional: Flipchart or whiteboard for group sharing

STEP-BY-STEP INSTRUCTIONS

Step 1 – Read the Case Scenario

Scenario: “Maya’s Dilemma”

Maya works full-time in a small company. Her father has recently undergone surgery and needs temporary care and support at home over the next week. Maya wants to support him but is unsure how to manage her work responsibilities. She knows that there may be statutory leave entitlements or workplace support available to employees with caring responsibilities, but she is unsure what applies in her situation. Her manager is usually supportive, but she is hesitant to ask for time off because the team is busy. She wonders what her best options are.

Step 2 – Choose the Best Support Option

Participants consider the four options and discuss which may be most appropriate, taking account of the employee’s circumstances, applicable national legislation and workplace policies.

- **Option A:** Check whether she is eligible for any statutory leave or entitlement to provide care or support to her father, and discuss the appropriate process with her employer.
- **Option B:** Ask her manager whether a temporary flexible working arrangement, such as adjusted start and finish times, could help her manage her caring responsibilities.
- **Option C:** Consider using annual leave if appropriate, while first checking whether another statutory or workplace entitlement is available.
- **Option D:** Say nothing and try to manage both work and care at the same time, even if this increases her stress and caring burden.

Step 3 – Reflect and Discuss

Participants answer and discuss the following questions:

1. Which option or combination of options would you explore first, and why?
2. What is the difference between a statutory right or entitlement and informal workplace support, such as temporary flexible hours?
3. What statutory rights or forms of leave may apply in your country in a situation like Maya's?
4. What might prevent employees from asking about or using the support available to them?
5. How could employers make it easier for employees with caring responsibilities to ask for support?
6. What is one thing you have learned about the rights or workplace support available in your own country?

Step 4 – Key Takeaway (Facilitator or Self-Reflection)

- Employees with caring responsibilities may have access to different statutory rights, forms of leave and workplace support depending on their circumstances and the legislation in their country.
- Eligibility conditions, the length of leave available, whether leave is paid or unpaid, and the application process can vary considerably between countries.
Informal workplace measures, such as temporary flexibility in working hours, can provide valuable additional support, but employees should also be encouraged to check whether formal statutory or organisational entitlements apply.
- Clear information and supportive workplace cultures can help employees feel more confident in discussing their caring responsibilities and accessing appropriate support.

Important note:

Employment rights and leave entitlements relating to caring responsibilities vary between countries and may be subject to specific eligibility conditions. The examples in this activity are relevant as of October 2026. They are solely intended to support discussion and should not be interpreted as legal advice or as confirmation of an entitlement in any particular country. Participants should consult the relevant national legislation, official guidance and workplace policies applicable in their country.

Trainer note:

Before delivering this activity, facilitators are encouraged to identify the relevant national provisions relating to carers, medical care leave and flexible working so that participants can discuss the scenario within their own legal context.

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