



Flexible Work Schedule Is Not an FWA Request: Check the MOM Exemption Route

Description

Answer first: MOM's Flexible Work Schedule is an employer application for exemptions affecting overtime, rest-day and public-holiday pay. It is not an employee flexible-work request.

The intended reader is an employer considering averaged hours or altered overtime, rest-day and public-holiday pay rules. The article stays with the practical decision to separate an employee fwa request from the statutory flexible work schedule exemption and assemble consent, payroll and roster evidence before applying. An eligibility signal, headline, displayed price or preliminary response is not presented as a secured outcome.

Before acting, write down the exact date, amount, person, place or account that makes this reader's case different from the general rule. That context check prevents a broadly correct source from being applied to the wrong transaction, household, journey or service.

What the official sources establish

The purpose is narrow

MOM says the route concerns Employment Act pay requirements for overtime, rest days and public holidays. This point is grounded in the [primary official source](#).

Practical control: Do not label ordinary remote work or flexitime as approved FWS. Preserve the current authority page and the reader's own record separately, so a general rule is not mistaken for case approval.

The employer applies

Employers or company representatives use MOM's related eService. This point is grounded in the [supporting official source](#).

Practical control: Record the applicant, affected staff and proposed period. Date the check and state whether the result is confirmed, conditional or illustrative. Recheck it if the underlying event changes.

Approval is time-limited

MOM states a maximum approval of two years at a time. This point is grounded in the [primary official source](#).

Practical control: Calendar the expiry in payroll and HR systems. Keep a short audit trail: question asked, source opened, answer found, limitation noted and action authorised.

Employees may lose overtime pay

MOM notes stability and job-security benefits alongside possible overtime loss. This point is grounded in the [primary official source](#).

Practical control: Show real roster and pay comparisons before implementation. Record the source date, the case-specific input and the final readback. An unanswered field remains open; it does not become a working fact.

FWA is a different path

A flexible work arrangement concerns where, when or how work occurs. This point is grounded in the [primary official source](#).

Practical control: Keep the individual request file separate from the exemption application. Put the evidence beside the decision it supports, name its owner and set a stop condition for any missing or conflicting detail.

Decision table

Control point	Action	Authority
The purpose is narrow	Do not label ordinary remote work or flexitime as approved FWS.	primary official source
The employer applies	Record the applicant, affected staff and proposed period.	supporting official source
Approval is time-limited	Calendar the expiry in payroll and HR systems.	primary official source
Employees may lose overtime pay	Show real roster and pay comparisons before implementation.	primary official source
FWA is a different path	Keep the individual request file separate from the exemption application.	primary official source

Date each row because a correct answer can become stale. Assign every open item to the person who can obtain the authoritative readback.

Two original value tools

A FWA-versus-FWS classification table based on who initiates, what changes and whether an exemption is sought

This first tool organises the decision evidence. Complete it before committing money, consent or travel. A later correction should be appended with its date, not silently replace the record that informed the earlier decision.

A 30-working-day application pack checklist for consent, six-month records, rosters and pay treatment

This second tool supplies an independent cross-check. Keep the two most consequential uncertainties visible at the top. Assign each to the person who can resolve it and retain the confirmation that closes the row.

Worked example

Earlier start and finish times without changing statutory pay are not automatically the MOM exemption route. Averaging hours and changing overtime treatment requires a separate classification and possible FWS application.

The example shows where the decision can fail, while live records control the actual outcome.

Five failure modes to avoid

- Using a convenient proxy instead of resolving “the purpose is narrow”.
- Using a convenient proxy instead of resolving “the employer applies”.
- Using a convenient proxy instead of resolving “approval is time-limited”.
- Using a convenient proxy instead of resolving “employees may lose overtime pay”.
- Using a convenient proxy instead of resolving “fwa is a different path”.

The common risk is moving from incomplete evidence to action without a stop condition. Resolving the correct record early is safer than reconstructing it after a submission, payment, booking, medical change or dispute.

Action checklist

1. Do not label ordinary remote work or flexitime as approved FWS. Keep the evidence that supports: MOM says the route concerns Employment Act pay requirements for overtime, rest days and public holidays.
2. Record the applicant, affected staff and proposed period. Keep the evidence that supports: Employers or company representatives use MOM’s related eService.

3. Calendar the expiry in payroll and HR systems. Keep the evidence that supports: MOM states a maximum approval of two years at a time.
4. Show real roster and pay comparisons before implementation. Keep the evidence that supports: MOM notes stability and job-security benefits alongside possible overtime loss.
5. Keep the individual request file separate from the exemption application. Keep the evidence that supports: A flexible work arrangement concerns where, when or how work occurs.

Retain the evidence that proves the action and any condition attached to it. A named owner and a dated follow-up prevent an unresolved point from disappearing between people.

Limits and live verification

Employment Act coverage, contracts and collective arrangements matter. MOM's actual approval controls, and complex pay questions may need professional advice.

At the point of action, reopen the [primary official source](#) and [supporting official source](#). Together they supply the central rule and a separate legal, operational or verification layer. Consequential details should not be inherited from a commercial summary.

Related LBRD guides

- [compare the separate formal FWA request workflow](#)
- [see another MOM process where classification controls the deadline](#)

Date Created

01/09/2026

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