

Accessing DFW 1067 Family and Medical Leave Request Form via DocuSign

Step 1 – Finding DFW 1067

1. Log into [DocuSign](#)
2. Click on “Templates”
3. Under Templates, click on “Shared with Me”
4. DFW 1067 is in your “Shared with Me” folder

Not in your folder? Contact Haya Johnson at Haya.Johnson@wildlife.ca.gov

Step 2 – Complete DFW 1067

1. Find DFW 1067 and click on “Use”
2. A new window will appear asking for information
 - a. Under “Employee”, enter your information
 - b. Under “MDSU Analyst”, enter your MDSU Analyst’s information (see below)
 - c. Under “Personnel Specialist”, enter your Personnel Specialist’s information ([see PS Roster](#))
3. Click SEND
4. You will then receive an email from DocuSign, instructing you to complete the form and sign.
5. Once completed, the form will route to your MDSU Analyst and Personnel Specialist

QUESTIONS?

For questions relating to DFW 1067, please contact your assigned MDSU Analyst:

Employee Last Name	Analyst	Email
A-G	Wonwyne Hale	Wonwyne.Hale@wildlife.ca.gov
H-O	Pamela Grant	Pamela.Grant@wildlife.ca.gov
P-Z	Jennie Lee	Jennie.Lee@wildlife.ca.gov

For questions relating to DocuSign, please contact Haya Johnson at Haya.Johnson@wildlife.ca.gov.